

HOOGHLY PRINTING CO. LTD.
(A Govt. of India Enterprise)
41, Chowringhee Road, Kolkata - 700071
Phone No. (033) 2288-3312/3779 Fax No. (033) 2288-2734
E-mail: hooghlyprint@dataone.in
NOTICE INVITING TENDER
E-Tender No.: HPCLKOL/14-15/ET/03 dated 22.07.14

Page 1 of 10

Hooghly Printing Co. Ltd. (HPCL) invites Online Electronic Tenders from experienced Printers & Binders for Printing & Binding of Textbooks against Annual Rate Contract on Ex-Works basis. Offers should be submitted in two parts i.e. i) Technical Bid and ii) Price Bid for the undermentioned Jobs.

(a) Web & Sheet printing along with plate making of Books on paper supplied by us.(b) Binding of Books of the same (c) Packing

SCHEDULE OF TENDER (SOT)

a NIT NO.	07/2014-15 dt. 22.07.14
b. MODE OF TENDER	e-Procurement System (Online Part I - Techno-Commercial Bid and Part II - Price Bid through www.mstcecommerce.com/eprochome/hpclkol of MSTC Ltd.
C. E-Tender NO	HPCLKOL/14-15/ET/03
d. Date of NIT available to parties to download	25.07.2014
e. Date of Starting of online Pre-bid meeting	N.A
f. Date of Closing of online Pre-bid meeting	N.A
g i) Earnest Money Deposit	N.A.
ii) Tender Fees	N.A
iii) Transaction Fee	Rs. 2809/- (Including Service Tax & other charges @12.36% on Service Charge) Payment of Transaction fee by RTGS in favour of MSTC LIMITED (refer clause. No. 4 of Annexure -I)
iv) Estimated value of Work	Minimum Estimated Value of the Work is Rs. 50 Lakhs (apprx.) annually.
h. Last date of submission of Transaction fee through RTGS/NEFT in favour of MSTC Limited, Kolkata.	2(Two working days) before the last date of closing of E-tender.
i. Date of Starting of e-Tender for submission of online Techno-Commercial Bid and price Bid at www.mstcecommerce.com/eprochome/	30.07.2014 at 12.00 noon.
j. Date of closing of online e-tender for submission of Techno-Commercial Bid & Price Bid.	14.08.2014 at 15.00 noon.
k. Date & time of opening of Part-I (i.e. Techno-Commercial Bid) Part-II Price Bid: Date of opening of Part II i.e. price bid shall be informed separately	14.08.2015 at 16.00 PM. To be communicated separately.

Important Instructions to Bidders	:- Annexure – I
Eligibility Criteria & Scope of Work of the Tenderer	:- Annexure -II
Technical Terms	:- Annexure - III
Price Bid format	:- Annexure-IV

Annexure-I**Important instructions to bidders**

This is an e-procurement event of Hooghly Printing Company Limited(HPCL).The e-procurement service provider is MSTC Ltd., 225C, A.J.C. Bose Road, Kolkata-700 020.

You are requested to read the terms & conditions (**Annexure- II**) of this tender before submitting your online tender. Tenderers who do not comply with the conditions with documentary proof (wherever required) will not qualify in the Tender for opening of price bid.

1.	<p>Process of E-tender :</p> <p>A) Registration: The process involves vendor's registration with MSTC e-procurement portal which is free of cost. Only after registration, the vendor(s) can submit his/their bids electronically. Electronic Bidding for submission of Techno-Commercial Bid as well as Price Bid over the internet will be done. The Vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangement for bidding from a P.C. connected with Internet. MSTC/HPCL is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).</p> <p>SPECIAL NOTE: THE PRICE BID AND THE COMMERCIAL BID HAS TO BE SUBMITTED ON-LINE AT www.mstcecommerce.com/eprochome/hpclkol_</p> <p>1).Vendors are required to register themselves online with www.mstcecommerce.com→ e-Procurement→ PSU /GOVT DEPTs→ HPCL→Register as Vendor Filling up details and creating own user id and password→ Submit.</p> <p>2). Vendors will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form.</p> <p>In case of any bidding related clarification, please contact MSTC, (before the scheduled time of the e- tender).</p> <p>Contact Person (MSTC):</p> <table> <tr> <td>1. Mr. Arindam Bhattacharjee</td><td>2) Mr. Sabyasachi Mukherjee</td></tr> <tr> <td>Asst. Manager (E-commerce)</td><td>Junior Manager (E-commerce)</td></tr> <tr> <td>MobileNo:9330102643</td><td>Mobile- 7278030407</td></tr> <tr> <td>Email-arindam@mstcindia.co.in</td><td>Email: smukherjee@mstcindia.co.in</td></tr> <tr> <td colspan="2">Landline-03322901004</td></tr> </table> <p>Contact person (Hooghly Printing Co Ltd):</p> <table> <tr> <td>1.Mr.Sourav Sarkar</td><td>2) Mr.Ranen Chatterjee</td></tr> <tr> <td>Officer</td><td>Asst. Manager(Admn.)</td></tr> <tr> <td>Mobile:9831477628</td><td>Mobile: 9874074682</td></tr> <tr> <td colspan="2">Email:hooghlyprint@dataone.in</td></tr> </table>	1. Mr. Arindam Bhattacharjee	2) Mr. Sabyasachi Mukherjee	Asst. Manager (E-commerce)	Junior Manager (E-commerce)	MobileNo:9330102643	Mobile- 7278030407	Email-arindam@mstcindia.co.in	Email: smukherjee@mstcindia.co.in	Landline-03322901004		1.Mr.Sourav Sarkar	2) Mr.Ranen Chatterjee	Officer	Asst. Manager(Admn.)	Mobile:9831477628	Mobile: 9874074682	Email:hooghlyprint@dataone.in	
1. Mr. Arindam Bhattacharjee	2) Mr. Sabyasachi Mukherjee																		
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B) System Requirement:

- i) Windows 98 /XP-SP3 & above/Windows 7 Operating System
 - ii) IE-7 and above Internet browser.
 - iii) Signing type digital signature
 - iv) JRE 7 update 9 and above software to be downloaded and installed in the system.
- To enable ALL active X controls and disable 'use pop up blocker' under Tools→Internet Options→ custom level

2. (A) Part I Techno-Commercial bid will be opened electronically on specified date and time as given in the NIT. Bidder(s) can witness electronic opening of bid.

(B) Part II Price bid will be opened electronically of only those bidder(s) whose Part I Techno-Commercial Bid is found to be Techno-Commercially acceptable by HPCL. Such bidder(s) will be intimated date of opening of Part II Price bid, through valid email confirmed by them.

Note:

The tenderers are advised to offer their best possible rates. There would generally be no negotiations hence please submit your most competitive prices while submitting the price bid. However in case the lowest rate appears to be reasonable taking into account the prevailing market conditions, the order may be awarded to the lowest bidder and if the rate is still considered high, action as per prevailing instruction/guideline shall be taken.

3. All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.

4. **Special Note towards Transaction fee:** PAYMENT OF Transaction fee BY RTGS in favour of MSTC Limited .The Bank details, format etc for sending Transaction fee by RTGS to MSTC is detailed below

Bank Details : Axis Bank ,Shakespeare Sarani Branch, Kolkata

Account Details : Axis Bank A/c.No.005010200057840

IFSC Code No. : UTIB0000005.

The bidders are requested to communicate the UTR No. and E-tender No and a certificate in Bank's letter head mentioning UTR No., amount, No. of the account debited, Name of the remitter and Pan No. of the remitter by Fax or Email.

NOTE : The bidders should submit the transaction fee well in advance before the last date of submission of tender as they will be activated for bid submission only after receipt of transaction fee by MSTC.

Contact Details :

Fax No. : 033- 22831002

Email ids: sanjibpoddar@mstcindia.co.in, arindam@mstcindia.co.in, rpradhan@mstcindia.co.in, smukherjee@mstcindia.co.in.

Bidders may please note that the transaction fee should be deposited by debiting the account of the bidder only; transaction fee deposited from or by debiting any other party's account will not be accepted. Transaction fee is non-refundable.

In case of failure to make payment towards Transaction fee for any reason, the vendor, in term, will not have the access to online e-tender.

5.	<p style="text-align: right;">Page 4 of 10</p> <p>In case of failure to access the payment towards cost of tender document & EMD for any reason, the vender, in term, will not have the access to on line e-tender and no correspondence in this respect will be entertained and HPCL will not be responsible for any such lapses on this account. Bidder(s) are advised to make remittance of tender fee and EMD through separate DD well in advance and verify completion of transaction in respect of tender fee and EMD.</p> <p>Vendors are instructed to use Upload Documents link in My menu to upload documents in document library. Multiple documents can be uploaded. Maximum size of single document for upload is 5 MB.</p> <p>Once documents are uploaded in the library, vendors can attach documents through Attach Document link against the particular tender. For further assistance please follow instructions of vendor guide.</p>
6.	<p>All notices and correspondence to the bidder(s) shall be sent by email only during the process till finalization of tender by HPCL as well as by MSTC (e-procurement service provider). Hence the bidders are required to ensure that their corporate email I.D. provided is valid and updated at the stage of registration of vendor with MSTC (i.e. Service Provider). Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).</p>
7.	<p>(i) Please note that there is no provision to take out the list of parties downloading the tender document from the web site mentioned in NIT. As such, bidders are requested to see the web site once again before the due date of tender opening to ensure that they have not missed any corrigendum uploaded against the said tender after downloading the tender document. The responsibility of downloading the related corrigendum, if any, will be that of the downloading parties.</p> <p>(ii) No separate intimation in respect of corrigendum to this NIT (if any) will be sent to tenderer (s) who have downloaded the documents from web site. Please see website www.mstcecommerce.com/eprochome/hpclkol of MSTC Ltd.</p>
8	<p>E-tender cannot be accessed after the due date and time mentioned in NIT.</p>
9.	<p><u>Bidding in e-tender & Reverse auction:</u></p> <p>a) Bidder(s) need to submit necessary EMD, Tender fees (If ANY) and Transaction fees to be eligible to bid online in the e-tender. Tender fees and Transaction fees are non refundable. No interest will be paid on EMD. EMD of the unsuccessful bidder(s) will be refunded by HPCL.</p> <p>b) The process involves Electronic Bidding for submission of Techno Commercial Bid as well as Price Bid.</p> <p>c) The bidder(s) who have submitted the above fees can only submit their Techno Commercial Bids and Price Bid through internet in MSTC website www.mstcecommerce.com → e-procurement → PSU/Gsovt dept→HPCL Login →My menu→ Auction Floor Manager→ live event →Selection of the live events.</p> <p>d) The bidder should allow to run an application namely enApple by accepting the risk and clicking on run. This exercise has to be done twice immediately after clicking on the</p> <p>e) Techno-Commercial bid. If this application is not run then the bidder will not be able to save/submit his bid.</p>

- f) After filling the Techno-Commercial Bid, bidder should click 'save' for recording their Techno-Commercial bid. Once the same is done, the Price Bid link becomes active and the same has to be filled up and then bidder should click on "save" to record their price bid. Then once both the Techno-Commercial bid & price bid has been saved, the bidder can click on the "Final Submission" button to register their bid

NOTE: - The Techno-Commercial Bid & price bid cannot be revised once the submit button has been clicked by the bidder.

- g) In all cases, bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid.
- h) During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else.
- i) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
- j) All electronic bids submitted during the e-tender process shall be legally binding on the bidder. Any bid will be considered as the valid bid offered by that bidder and acceptance of the same by the Buyer will form a binding contract between Buyer and the Bidder for execution of supply. Such successful tenderer shall be called hereafter SUPPLIER.
- k) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.
- l) Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.
- m) No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any bidder confirms his acceptance of terms & conditions for the tender.
- n) Unit of Measure (UOM) is indicated in the e-tender Floor. Rate to be quoted should be in Indian Rupee as per UOM indicated in the e-tender floor/tender document.

10.	Any order resulting from this open e-tender shall be governed by the terms and conditions mentioned therein.
11.	No deviation to the technical and commercial terms & conditions are allowed.
12.	After submitting online bid, the bidder cannot access the tender, once it has been submitted with digital signature.
13.	HPCL has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
14.	The online tender should be submitted strictly as per the terms and conditions and procedures laid down in the website www.mstcecommerce.com/eprochome/hpclko1 of MSTC Ltd.
15.	The bidders must upload all the documents required as per terms of NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.
16.	The bid will be evaluated based on the filled-in technical & commercial formats.
17.	The documents uploaded by bidder(s) will be scrutinized. In case any of the information furnished by the bidder is found to be false during scrutiny, EMD of defaulting bidder(s) will be forfeited. Punitive action including suspension and banning of business can also be taken against defaulting bidders.

E-Tender No.: HPCLKOL/14-15/ET/03 dated 22.07.14

Annexure -II

Scope of Work:

The rates to be furnished for the following jobs on Ex-Works basis which are to be advised by HPCL as and when required.

A. Web & Sheet printing along with plate making of Books on paper supplied by us.

- a) Rates of printing per colour per side per thousand on 508 mm web machine with plates.
- b) Rates of printing per colour per side per thousand on 546 mm web machine with plates.
- c) Rates of printing per colour per side per thousand on 578 mm web machine with plates.
- d) Rates of printing per colour per side per thousand on 23"x36", 28"x40" on normal offset/Perfector machine.

B. Binding of Books of the same:

- i) Cost of binding per format of 16 pages printed on web machine (centre or side stitched books and cover drawn)
- ii) Cost of binding per 16 pages format and cover drawn on perfect binding machine.
- iii) Cost of binding per 8 pages format, printed in sheet- Centre Stitched & Perfect Binding
- iii) Cost of binding per 16 pages format, printed in sheet.-Centre Stitched & Perfect Binding

C. Packing: The weight of each packet will be limited to 30-35 Kgs. Each packet will contain the bundles of same number of copies tied with nylon tape. Such four bundles of books are to be packed in each polythene sheet as under. The books are to be finally packed as per the advice given by the company.

- i) Packets of 200 copies - 4 bundles of 50 copies each
- ii) Packets of 300 copies - 4 bundles of 75 copies each
- iii) Packets of 400 copies - 4 bundles of 100 copies each

Marking of Packets: The packets of different titles will be marked with different marking ink (permanent marker) on two opposite sides of the packets distinctly in Capital letters written therein.

Eligibility Criteria

1. The Bidder (Printers and Binders) should have an average turnover of Rs.50.00 lacs in the last three years. Last three years' Audited Accounts has to be submitted with the technical bid. (Documentary proof to be uploaded and attached)
2. The Bidder should have adequate experience of printing, binding and supplying of minimum 50% of the Offered quantity in a single or multiple contracts in one financial year within the last three years. (Documentary proof to be uploaded and attached)
3. The Bidder must have sufficient printing and binding machineries to execute the Order. In line binding equipment is preferable. The Bidder should be capable of completing 50,000 books per day and print 2,00,000 impressions per day.
4. Bidders should have sufficient arrangement for packing within integrated capacity.
5. Bidders should have all statutory registration such as Trade Licence, VAT Registration, CST Registration, ESI & EPF Registration. (Documentary proof to be uploaded and attached)
6. Bidders should read the Eligibility criteria and technical terms and respond to the same before submitting Price bid.

1. Terms & Conditions:**a) Permissible Wastage:**

i) Printers Printing by Web/Sheet Offset will be allowed following wastage limit:-

Sl No.	Description	Wastage Limit (%)
1.	For Two Colour Web Printing (2% on Printing & 1% on Binding)	3
2.	For Four Colour Web Printing (4% on Printing & 1% on Binding)	5
3.	For Single/Two Colour Sheet fed Printing	2.5
4.	For Four Colour Sheet fed Printing (3% on Printing & 1% Binding)	4

- The Permissible wastage is against a run size of 15000 impressions and above.
- Binders' rate should include cost of scrap generated from the process.
- Printers using plates of their own should include cost of scrap generated from used plates.
- All bidders have to submit consumption statements on completion of job.
- Bidders will be allocated jobs on the basis of their equipments, manpower, working & storage space.
- Cover and broken formats will be treated as one format while binding.
- Interested Bidders are requested to furnish their production capacity in the form of number of impressions and number of bound books per day. Bidders should have all statutory registration such as Trade Licence, VAT Registration, CST Registration, ESI & EPF Registration.

2. Rate: Rates quoted should be exclusive of all taxes and duties. Taxes if any to be stated separately.

3. Validity: The rates quoted should remain valid till 31.08.2015. The period of the validity may be extended on mutual consent for further periods of Six months.

4. Tender Form: The tender form will be available from the above address on any working day excluding Saturday between 11.00 Hrs. and 15.00 Hrs. In the alternative Bidders may download the tender form from the company's website www.hooghlyprinting.com & also from <http://mstcecommerce.com/eprochome/hpclkol>

5. Payment Terms: 60 days credit. Credit period to commence from the date of submission of invoice along with receipted challan.

6. Submission of Offers: Bidders are required to submit their Bids through

<http://mstcecommerce.com/eprochome/hpclkol> . Last date for Submission of Offers is 30.07.2014 by 15.00 Hrs. The offers would be opened on 31.07.2013 by 16.00 Hrs.

7. Security Deposit: The successful Bidder shall maintain a interest free Security Deposit of Rs.50,000/- (Fifty Thousands Only) with the Company during the contract period i.e. August, 2014 to August, 2015. Such Security Deposits to be furnished in the form of Demand Draft/Pay Order payable at Kolkata favouring "Hooghly Printing Co. Ltd."

8. The Contract price for rate contract shall be finalized as usual complying all the relevant provisions. However for rate contract, the negotiated rate as finalized can be offered to all the other bidders besides L-1 Vendor provided they are technically and commercially acceptable notwithstanding the ability of L-1 party. This is in contrast to all other cases where the ability of L-1 vendor is assessed before the ordered quantity is split among all the eligible bidders at the negotiated L-1 rate.

In the rate contract, the Order quantity is to be placed on all the vendors, who have agreed to L-1 Rate & terms, provided preference will be given to original L-1 which will be more than 50 % considering his technical and commercial ability and the remaining quantity will be procured from L-2, L-3 etc. where preference will be given to L-2 considering the original value. The quantity for L-2 will depend upon his technical & commercial ability and should not be more than 30 % of the total quantity. Balance will go to L3 and other Vendors following same principle.

9. Resolving of Disputes: Any dispute arising out of these transactions shall be subject to the jurisdiction of competent Court at kolkata.

The printers/Binders shall maintain strict confidentiality of the jobs awarded to them and the production shall be closely monitored by the company's technical experts. A confidentiality agreement will have to be signed by all the vendors. Bidders should read the eligibility criteria and technical terms carefully before submitting Price bid. The Management reserves the right to accept or reject any or all the offers and/or to divide the quantity ordered between one or more bidders without assigning any reason whatsoever.

Date: 22.07.2014

For Hooghly Printing Co. Ltd.

Place: Kolkata

Sr.Manager(F&A)

HOOGHLY PRINTING CO. LTD.
(A Govt. of India Enterprise)
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E-mail: hooghlyprint@dataone.in

NIT No.07/2014-15 dt. 22.07.14

Annexure-IV

Technical Bid

1. Name of the Tenderer
2. Address
3. Phone no
4. Fax No.
5. E-mail address
6. Nature of the Company:
(Partnership, Proprietorship, Company etc.)
7. Name, Father's name, Address of Proprietor/Partner/Directors (use separate sheet if necessary)
8. PAN No.
9. VAT Regn. No.
10. CST Regn. No.
11. Trade Licence No.
12. EPFO Regn. No.
13. ESIC Regn. No.

Date:

Signature with Seal

HOOGHLY PRINTING CO. LTD.

(A Govt. of India Enterprise)

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NIT No.07/2014-15 dt. 22.07.14

Tender DocumentTechnical Bid

14. Credentials

A)Details of Machinery/Equipments

<u>Sl.No.</u>	<u>Description of Machinery/Equipments</u>	<u>Make</u>	<u>Date of Manufacturing</u>	<u>Rated Capacity</u>
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N. B. Copy of invoice to be enclosed in support of ownership of Machinery/Equipment.

Date:

Signature with Seal

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E-mail: hooghlyprint@dataone.in

NIT No.07/2014-15 dt. 22.07.14

Financial Bid**A. Rates for Printing:**

Specifications	Rate
Rates of printing per colour per side per thousand on 508 mm on web machine with plates	
Rates of printing per colour per side per thousand on 546 mm on web machine with plates	
Rates of printing per colour per side per thousand on 578 mm on web machine with plates	
Rate of printing per colour per side per thousand on 23"x36" on Sheet fed offset with plates	
Rate of printing per colour per side per thousand on 28"x40" on Sheet fed offset with plates	

B. Rates for Binding:

Specifications	Rate
Cost of binding per format of 16 pages per thousand printed on web machine (centre or side stitched books and cover drawn)	
Cost of binding per 16 pages format and cover drawn per thousand on perfect binding machine.	
Cost of binding per 8 pages format per thousand printed in sheet- Centre Stched & Perfect Binding	
Cost of binding per 16 pages format per thousand printed in sheet.-Centre Stched & Perfect Binding	

C. Rates for Packing:

Specifications	Rate (Rs./Per Pc)
Cost of Packing for each packet	

Remarks:

Date:

Signature with Seal