

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
NIT NO. HP/QT-P/16-17/01 Dated 21.04.2016

Page 1 of 6

Hooghly Printing Co. Ltd. (HPC) invites offers in sealed cover from manufacturers/authorized dealers/distributors for supply of Creamwove Paper.

Sl No.	Description	Size	Qty(Kgs)	Other Specifications
1.	60 GSM White Creamwove Paper	86cm reel	55000	Brightness: 75% and above (+/- 2%)

1. Eligibility Criteria:

- a) Bidders should have average turnover of Rupees Fifty Lakhs in the last three years. Audited accounts for the last three years have to be submitted with the Technical Bids.
- b) Bidders should have all statutory registrations such as Trade Licence, W.B. VAT Registration, CST Registration. (Documentary proof to be submitted)
- c) Manufacturer's Test Certificate as regards specification of the materials needs to be submitted with the offer.

2. Scope of Work: Time is the essence of the Contract. The Bidder should be in a position to complete supply within 7 days from the date placement of Formal Purchase Order or LOI whichever is earlier.

3. **Rate:** Rates quoted should be on per kg basis inclusive of all taxes and duties (i.e. Excise Duty, VAT/CST) and charges for delivery (including unloading charges) to HPC's designated units or to any other place in or around Kolkata as advised by HPC. Necessary 'C' form will be issued by HPC in case of inter state sale.

4. **Terms of Payment:** Bidders are advised to quote their best price on 60 days credit basis. Payment will be made on submission of original Tax Invoice along with receipted challan

5. **Earnest Money Deposit :** Rs. 20,000/- (Rupees Twenty Thousand only) in the form of Demand Draft/Pay Order favouring "HOOGHLY PRINTING CO. LTD." payable at Kolkata to be submitted with the Offer which will be refunded to the unsuccessful bidders.

6. **Validity:** The rates quoted should be inclusive of loading & unloading charges, incidental expenses etc. and should remain valid till 31.05.2016. Details of the Tender are available on www.hooghlyprinting.com

7. **Tender Fees:** Rs. 500/- (Rupees Five Hundred only) in the form of Demand Draft/Pay Order favouring "HOOGHLY PRINTING CO. LTD." payable at Kolkata to be submitted with the Offer which will not be refunded to the bidders.

8. **Conditions of Supply:** Materials must be supplied in compliance with the specified parameters mentioned in Manufacturer's Test Certificate & also in accordance with samples submitted with the offer. Non adherence of the same will lead to rejection of the entire materials along with forfeiture of EMD. The successful bidder shall be required to furnish Manufacturer's Test Certificate alongwith each lot of supplied materials which will be tested Government Testing Laboratory (if required).

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Page 2 of 6

9. **Samples of Paper:** Offer with relevant samples of paper (at least 5 sheets of full scape size) in compliance with the Manufacturer's Test Certificate must be submitted with the Offer.

10. **Submission of Offers:** Sealed Offers to be submitted in one envelope superscribing "NIT NO. HP/QT-P/16-17/01 Dated 21.04.2016" by addressing Sr. Manager (F&A), Hooghly Printing Co. Ltd. at 41, Chowringhee Road, Kolkata-700071 by 25.04.2016 by 15.00 Hrs. The offers would be opened on the same day by 15.30 Hrs.

11. **Risk Purchase & Liquidated Damages:** Time is the essence of the Contract. Materials to be delivered as per stipulated schedule in delivery instructions failing which Risk Purchase and/or Company's Standard LD Clause will be applicable without Prejudice Company's right to black list the Bidder.

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

13. **Notes:**

- a) Bidders should comply with and agree to all the eligibility criteria and techno-commercial terms before submission of their Bids.
- b) The sizes of the materials mentioned above are indicative and likely to vary on actual.
- c) The aforesaid quantity may vary to the extent of $\pm 20\%$.
- d) For any further clarifications please contact Officer (Purchase) at the above address on any working day between 10.0 Hrs to 16.00 Hrs (excluding Saturday & Sunday) at the abovementioned address.
- e) Management reserves the right to cancel the Tender or 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: 21.04.2016

For Hooghly Printing Co. Ltd.

Place: Kolkata

Sr.Manager(F&A)

HOOGLY PRINTING CO. LTD.

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TENDER FORM

1. NIT NO. & DATE : **NIT HP/QT-P/16-17/01 Dated 21.04.2016**
2. NAME OF THE BIDDER IN FULL :
3. ADDRESS OF THE BIDDER :
 - (a) Registered Office :
 - (b) Head Office :
 - (c) Branches :
 - (d) Workshop/Godown :
 - (e) Depot :
4. TELEPHONE NO./ FAX / E-MAIL :
5. STATUS OF THE ORGANISATION :
Proprietorship / Partnership / Ltd. Co./
Pvt. Ltd. Co.
6. NAME, FATHER'S NAME & RESIDENTIAL :
ADDRESS OF PARTNERS / DIRECTORS /
PROPRIETOR AS THE CASE MAY BE
(Use separate sheet if necessary)
7. WHETHER MANUFACTURER / :
CONTRACTOR / STOCKIST /
AGENT / DEALER
8. BANK PARTICULARS :
 - (a) Name of the Bank & Branch :
 - (b) Address of the Branch :
 - (c) Telephone No. of the Branch :
 - (c) Account Number :
 - (d) Type of Account :

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- (e) IFS Code of the Branch :
- (f) Term loan sanctioned :
- (g) Bank Guarantee limit :
- (h) Letter of Credit limit :
(Documentary proof to be enclosed in
respect of various Bank facilities enjoyed
by the Organizations.)
9. TRADE LICENCE NO. :
(Please attach a photo copy)
10. SALES TAX / VAT REGISTRATION NO. :
(a) Central :
(b) State :
(Please attach photo copies)
11. I. T. PERMANENT ACCOUNT NO. :
(please attach photo copy)
12. WHETHER THE APPLICANT IS ENLISTED :
WITH ANY PUBLIC SECTOR
UNDERTAKING. IF SO, THE DETAILS
ARE TO BE FURNISHED
13. FINANCIAL CAPACITY :
(a) Fixed Capital :
(b) Working Capital :
(Copy of audited Balance Sheet to be enclosed)

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14. PROOF OF MAJOR SUPPLIES EFFECTED :
DURING THE LAST TWO
FINACIAL YEARS
(Documentary proof to be enclosed)

(a) Name(s) of the Customer(s) :

(b) Value of the Orders :

(c) No. of Orders :

15. PRICE

Item No.	Description	Basic Rate	Discount	Excise Duty	Freight/Delivery	VAT	CST	Total Price
1.	60 gsm Creamwove Paper 86cm in Reel							

* Rates should separately state taxes, duties & charges for delivery to our designated location(s) within Kolkata. Necessary Way Bill will be issued in case of Inter-State sale.

16. DELIVERY PERIOD :

17. EMD PARTICULARS:

i) DD/Pay Order No..... Date.....for Rs.20,000/-

ii) Bank.....Branch.....

18. Cost of Tender Documents:

(To be provided only by Bidders who have downloaded the Tender Form)

(i) DD/Pay Order No..... date.....for Rs.500/-

(ii) Bank.....Branch.....

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I/We hereby certify that the above particulars furnished by me/us are true to the best of my/our knowledge and belief; and in case of misrepresentation of facts, Hooghly Printing Co. Ltd. shall have the right to reject this Tender.

Signature of authorized person with seal

Date:

Place :

Note: The Tenderer shall sign on each and every page of this Tender Form under his seal.