

HOOGLY PRINTING CO. LTD.

Page 1 of 11

(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

Hooghly Printing Co. Ltd. (HPCL) invites online electronic offers from manufacturers/authorized dealers/distributors for supply of paper. Offers should be submitted in two parts i.e. i) Technical Bid and ii) Price Bid.

SCHEDULE OF TENDER (SOT)

a. NIT NO.	HPCLKOL/16-17/ET/15
b. MODE OF TENDER	e-Procurement System (Online Part I - Techno-Commercial Bid and Part II - Price Bid through www.mstcecommerce.com/eprochome/hpckol of MSTC Ltd.
c. E-Tender NO	HPCLKOL/16-17/ET/15
d. Date of NIT available to parties to download	02.09.2016
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	Rs.16000/- (Rupees Sixteen Thousand Only) in the form of demand draft/pay order favouring "HOOGLY PRINTING CO. LTD." payable at Kolkata to be submitted with the offer.
ii) Tender Fees	Non-Refundable tender fees of Rs.500/- (Rupees Five Hundred Only) in the form of demand draft/pay order favouring "HOOGLY PRINTING CO. LTD." payable at Kolkata to be submitted with the offer.
iii) Transaction Fee	Non-Refundable Transaction Fee of Rs. 1150/- (Including Service Tax & other charges @15% on Service Charge) Payment of Transaction fee by RTGS in favour of MSTC LIMITED (refer clause. No. 4 of Annexure -I)
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/	12.09.2016 at 12.00 noon.
j. Date of closing of online e-tender for submission of Techno-Commercial Bid & Price Bid.	16.09.2016 at 16.00 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	16.09.2016 at 16.30 PM. To be communicated separately.

Important Instructions to Bidders :- Annexure – I
Eligibility Criteria & Scope of Work of the Tenderer :- Annexure -II

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.

<p>1.</p>	<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 posses 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 border="0"><tr><td>1. Mr. ArindamBhattacharjee</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></table> <p>Landline-03322901004</p> <p>Contact Person (Hooghly Printing Co. Ltd.):</p> <table border="0"><tr><td>1.Mr.Sourav Sarkar</td><td>2.Mr.Souvik Guha</td></tr><tr><td>Officer(Purchase)</td><td>Dy.Manager(Prod. &Plang.)</td></tr><tr><td>Mobile:9831477628</td><td>Mobile:9674913979</td></tr></table> <p>Email: hooghlyprint@dataone.in</p> <p>Phone No. (033) 2288-3312/3779 Fax No. (033) 2288-2734</p> <p>B) System Requirement:</p> <p>i) Windows 98 /XP-SP3 & above/Windows 7 Operating System</p>	1. Mr. ArindamBhattacharjee	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	1.Mr.Sourav Sarkar	2.Mr.Souvik Guha	Officer(Purchase)	Dy.Manager(Prod. &Plang.)	Mobile:9831477628	Mobile:9674913979
1. Mr. ArindamBhattacharjee	2) Mr. Sabyasachi Mukherjee														
Asst. Manager (E-commerce)	Junior Manager (E-commerce)														
MobileNo:9330102643	Mobile- 7278030407														
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Officer(Purchase)	Dy.Manager(Prod. &Plang.)														
Mobile:9831477628	Mobile:9674913979														

	<p>ii) IE-7 and above Internet browser.</p> <p>iii) Signing type digital signature</p> <p>iv) JRE 7 update 9 and above software to be downloaded and installed in the system.</p> <p>To enable ALL active X controls and disable 'use pop up blocker' under Tools→Internet Options→ custom level</p>
2.	<p>(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.</p> <p>(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.</p> <p><u>Note:</u> The Tenderers are advised to offer their best possible rates. There would generally be no negotiation hence most competitive prices to be quoted 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.</p>
3.	<p>All entries in the Tender should be entered in online Technical & Commercial Formats without any ambiguity.</p>
4.	<p><u>Special Note towards Transaction fee:</u> PAYMENT OF Transaction fee BY RTGS/NEFT in favour of MSTC Limited .The Bank details, format etc for sending Transaction fee by RTGS/NEFT to MSTC is detailed below</p> <p>Bank Details : Axis Bank ,Shakespeare Sarani Branch, Kolkata</p> <p>Account Details : Axis Bank A/c.No.005010200057840</p> <p>IFSC Code No. : UTIB0000005.</p> <p>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 of the remitter by Fax or Email.</p> <p>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.</p> <p>Contact Details :</p> <p>Fax No. : 033- 22831002</p> <p>Email ids: sanjibpoddar@mstcindia.co.in, arindam@mstcindia.co.in, rpradhan@mstcindia.co.in, smukherjee@mstcindia.co.in.</p> <p>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.</p> <p>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.</p>
5.	<p>In case of failure to access the payment towards cost of tender document & EMD for any reason, the vendor, in turn, 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/PO well in advance and verify completion of transaction in respect of tender fee and EMD.</p> <p>Vendors are instructed to use <i>Upload Documents</i> 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. Once documents are uploaded in the library, vendors can attach documents through <i>Attach Document</i> link</p>

	against the particular tender. For further assistance please follow instructions of vendor guide.
6.	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).
7.	(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. (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/eprchome/hpclkol of MSTC Ltd.
8	E-tender cannot be accessed after the due date and time mentioned in NIT.
9.	<p>Bidding in e-tender & Reverse auction:</p> <p>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>The process involves Electronic Bidding for submission of Techno Commercial Bid as well as Price Bid. 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/Gsovtdept→HPCL Login →My menu→ Auction Floor Manager→ live event →Selection of the live events.</p> <p>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 Techno-Commercial bid. If this application is not run then the bidder will not be able to save/submit his bid.</p> <p>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 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</p> <p>NOTE: - The Techno-Commercial Bid & Price Bid cannot be revised once the submit button has been clicked by the Bidder.</p> <p>In all cases, Bidder should use their own ID and Password along with Digital Signature at the time of submission of their Bid.</p> <p>During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else.</p> <p>The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.</p> <p>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.</p> <p>It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.</p> <p>Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as</p>

	<p>the case may be without assigning any reason thereof.</p> <p>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.</p> <p>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.</p>
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/hpclkol 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.

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E-mail: hooghlyprint@dataone.in
E-Tender No. HPCLKOL/16-17/ET/15
Annexure -II

Hooghly Printing Co. Ltd. (HPCL) invites on line Electronic Offers from manufacturers/authorized dealers/distributors for supply of the undermentioned items.

Sl No.	Description	Specification	Size	Qty
1.	80 GSM Maplitho Paper	Minimum Brightness: 82%	86cm reel	30000 Kgs
2.	80 GSM Maplitho Paper	Minimum Brightness: 82%	51cm X 76cm	20 Reams

1. Eligibility Criteria:

- a) Bidders should have average turnover of Rupees Twenty lakhs in the last three years. Audited accounts for the last three years have to be uploaded with the techno-commercial Bids.
- b) Dealers/Stockists/C & F Agents/Distributors/Merchants must submit the valid Authorization Certificate from the manufacturer. (Documentary proof to be uploaded with the Technical Bids)
- c) Bidders should have all statutory registrations such as Trade Licence, W.B. VAT Registration, CST Registration. (Documentary proof to be uploaded with the Technical Bids)
- d) Manufacturer's Test Certificate as regards specification of the materials needs to be uploaded with the technical Bid.

2. Scope of Work:

- a) Bidder should be in a position to complete supply within 4 to 15 days from the date of 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 HPCL's designated units or to any other place in or around Kolkata as advised by HPCL. Necessary 'C' form will be issued by HPCL in case of interstate sale. However, VAT/CST is to be stated separately.

4. Terms of Payment: Bidders are advised to quote their best price on 120 days credit basis. Payment will be made on submission of original Tax Invoice along with receipted challan and no overdue charges will be paid.

5. Earnest Money Deposit of Rs. 16,000/- (Rupees Sixteen 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. No interest will be paid on EMD.

6. Validity: The rates quoted should be inclusive of loading & unloading charges, incidental expenses etc. and should remain valid till 31.12.2016. Details of the Tender are available on www.hooghlyprinting.com

7. Submission of Offers: Bids shall be submitted through electronic online mode only at <http://mstcecommerce.com/eprochome/hpckol>. Last date for Submission of Offers is 16.09.2016 by 16.00 Hrs. The offers would be opened on the same day by 16.30 Hrs.

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HPCLKOL/16-17/ET/15

8. **Risk Purchase & Liquidated:** 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.

9. **Dispute Resolution:** Any dispute arising out of these transactions shall be subject to the jurisdiction of competent Court at Kolkata.

10. **Canvassing:** Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Law. Such action will result in the rejection of bid, in addition to other punitive measures. In case any attempt is made by vendor to bring influence towards HPCL's decision making Process, bid submitted by such bidder is liable to be rejected and shall be disqualified for participation in the future tenders conducted by HPCL.

11. **Clarification of Tender Document:** The bidder shall check the each and every pages of the tender document against page number given in indexes and, in the event of discovery of any discrepancy or missing page(s) the Bidder shall contact the Officer (Purchase) of the company. Except for any such written clarification by HPCL, which is expressly stated to be an addendum and/or corrigendum to the tender document hosted only at <http://mstcecommerce.com/eprochome/hpckol>, no written or oral communication or presentation or explanation by any other source(s) shall be taken to be part of conditions of tender and shall not bind HPCL or fetter the HPCL under the contract. A Bid is liable to be rejected, summarily if the same is found to deviate from the terms and conditions mentioned in the tender document, addendum and corrigendum, if any.

12. **Right to Acceptance /Rejection of Bids:** HPCL reserves the right to reject the lowest tender or any other tender or all the tenders and /or to accept any tender either in whole or in part without assigning any reason whatsoever and to cancel the Bidding process at any time prior to award of contract without thereby causing any liability to the affected vendor or vendors or anybody else. The decision of HPCL in this regard shall be final & binding on all the participating vendors. HPCL 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. HPCL may terminate the contract or cancel the award of contract, if it is found that the Bidder is blacklisted on any previous occasion by any of the Central or State Government/Departments/Institutions/Local Bodies/Municipalities/Public Sector Undertakings or Enterprises etc. Upon verification, evaluation / assessment, if in case any information furnished by a vendor is found to be false/incorrect, their total Bid shall be summarily rejected and no correspondence on the same, shall be entertained.

13. **Note:** Bidders should comply with and agree to all the eligibility criteria and techno-commercial terms before submission of their Bids. The aforesaid quantity may vary to the extent of $\pm 30\%$. The sizes of the materials mentioned above are indicative and may vary on placement of the Order. Interested bidders must submit Demand drafts/Pay Orders favouring "HOOGHLY PRINTING CO. LTD." payable at Kolkata in respect of Earnest Money Deposit of Rs.16000/- (Twenty Thousands only) and Tender Fees of Rs.500/- (Five Hundred only) along with relevant samples of paper (at least 5 sheets of full scape size) to Sr. Manager (F&A) at 41, Chowringhee Road, Kolkata-700071 on any working day excluding Saturday between 11.00 hrs. & 15.00 hrs. For any further clarifications please contact Officer (Purchase) at the above address on any working day excluding Saturday between 11.00 hrs. & 15.00 hrs.

Date: 02.09.2016

For Hooghly Printing Co. Ltd.

Place: Kolkata

Sr.Manager (F&A)

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E-Tender No.HPCLKOL/16-17/ET/15
TENDER FORM

1. NIT NO.: HPCLKOL/16-17/ET/15

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.

NAME, FATHER'S NAME & RESIDENTIAL :
ADDRESS OF PARTNERS / DIRECTORS /
PROPRIETOR AS THE CASE MAY BE
(Use separate sheet if necessary)

WHETHER MANUFACTURER / :
CONTRACTOR / STOCKIST /
AGENT / DEALER

Note: The Tenderer shall sign on each and every page of this Tender Form under his seal and upload the same with the techno-commercial bid at <http://mstcecommerce.com/eprochome/hpckol>.

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TENDER FORM

Page 9 of 11

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 :
- (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)

Note: The Tenderer shall sign on each and every page of this Tender Form under his seal and upload the same with the techno-commercial bid at <http://mstcecommerce.com/eprochome/hpclkol>.

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TENDER FORM

Page 10 of 11

Whether The Applicant is enlisted :
With Any Central or State Government/
Departments/Institutions/ Public Sector Undertakings.
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)

PROOF OF MAJOR SUPPLIES EFFECTED :
DURING THE LAST TWO
FINACIAL YEARS
(Documentary proof to be enclosed)
Name(s) of the Customer(s) :
Value of the Orders :
No. of Order

Whether the applicant is being black listed by :
Any Central or State Government/Departments/
Institutions/Public Sector Undertakings/Enterprise
If so, the details are to be furnished

14. DD/Pay orders Submitted:

Sl No.	DD/Pay order no.	Date	Bank	Amount(Rs.)	Particulars
1				16000/-	EMD
2				500/-	Cost of Tender Document

Remarks:

Note: The Tenderer shall sign on each and every page of this Tender Form under his seal and upload the same with the techno-commercial bid at <http://mstcecommerce.com/eprochome/hpclkol>.

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Page 11 of 11

Declaration

I/We hereby certify that the above particulars furnished against the aforesaid tender 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 and upload the same with the techno-commercial bid at <http://mstcecommerce.com/eprochome/hpclkol>.