

**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. HPCLKOL/16-17/ET-24 Dated 07.03.2017**

Hooghly Printing Co. Ltd. (HPCL) invites online electronic offers from experienced subcontractors for various Pre-Press works (Art work, Layout, Design, Scanning, Proof Reading, Text Setting, Translation etc.) through Annual Rate Contract basis. Offers should be submitted in two parts i.e. i) Technical Bid and ii) Price Bid.

**SCHEDULE OF TENDER (SOT)**

a. NIT NO.	HPCLKOL/ 2016-17/ET-24 dated 07/03/17
b. MODE OF TENDER	e-Procurement System (Online Part I - Techno-Commercial Bid and Part II - Price Bid through <a href="http://www.mstcecommerce.com/eprochome/hpclkol">www.mstcecommerce.com/eprochome/hpclkol</a> of MSTC Ltd.
c. E-Tender NO	HPCLKOL/ 2016-17/ET-24
d. Date of NIT available to parties to download	07/03/17
e. Date of Starting of online Pre-bid meeting	N.A
f. Date of Closing of online Pre-bid meeting	N.A
g.i) Tender Fees	Non-Refundable tender fees of 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.
ii) 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 on line Techno-Commercial Bid and price Bid at <a href="http://www.mstcecommerce.com/eprochome/">www.mstcecommerce.com/eprochome/</a>	08.03.2017 at 12.00 AM.
j. Date of closing of online e-tender for submission of Techno-Commercial Bid & Price Bid.	16.03.2017 at 16.00 PM.
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	16.03.2017 at 16.30 PM. To be communicated separately.

**List of Annexure**

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

**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). SPECIAL NOTE: THE PRICE BID AND THE COMMERCIAL BID HAS TO BE SUBMITTED ON-LINE AT <a href="http://www.mstcecommerce.com/eprochome/hpckol">www.mstcecommerce.com/eprochome/hpckol</a>.</p> <p>1).Vendors are required to register themselves online with <a href="http://www.mstcecommerce.com">www.mstcecommerce.com</a> → 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 style="text-align: center;"><b>Contact Person (MSTC):</b></p> <table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>1. Mr. Arindam Bhattacharjee</b> Dy. Manager (E-commerce) MobileNo:9330102643 Email-arindam@mstcindia.co.in</p> </td> <td style="width: 50%; vertical-align: top;"> <p><b>2) Mr. Sabyasachi Mukherjee</b> Junior Manager (E-commerce) Mobile- 7278030407 Email: smukherjee@mstcindia.co.in</p> </td> </tr> </table> <p><b>3.Ms. Sumana Maity</b> Junior Manager (e-Commerce) Mobile:9831155225 Email: smaity@mstcindia.co.in Landline-03322901004</p> <p style="text-align: center;"><b>Contact Person (Hooghly Printing Co. Ltd.):</b></p> <table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>1. Dy. Manager (Purchase)</b> Mr. Anish Chakraborty Mobile -9830877576</p> </td> <td style="width: 50%; vertical-align: top;"> <p><b>2. Sr. Manager (Sales &amp; Marketing)</b> Mr. sukrit Mukherjee Mobile -9830278757</p> </td> </tr> </table> <p><b>3. Officer (Purchase)</b> Mr. Sourav Sarkar Mobile:9831477628</p> <p>Email: hooghlyprint@dataone.in Phone No. (033) 2288-3312/3779 Fax No. (033) 2288-2734</p>	<p><b>1. Mr. Arindam Bhattacharjee</b> Dy. Manager (E-commerce) MobileNo:9330102643 Email-arindam@mstcindia.co.in</p>	<p><b>2) Mr. Sabyasachi Mukherjee</b> Junior Manager (E-commerce) Mobile- 7278030407 Email: smukherjee@mstcindia.co.in</p>	<p><b>1. Dy. Manager (Purchase)</b> Mr. Anish Chakraborty Mobile -9830877576</p>	<p><b>2. Sr. Manager (Sales &amp; Marketing)</b> Mr. sukrit Mukherjee Mobile -9830278757</p>
<p><b>1. Mr. Arindam Bhattacharjee</b> Dy. Manager (E-commerce) MobileNo:9330102643 Email-arindam@mstcindia.co.in</p>	<p><b>2) Mr. Sabyasachi Mukherjee</b> Junior Manager (E-commerce) Mobile- 7278030407 Email: smukherjee@mstcindia.co.in</p>				
<p><b>1. Dy. Manager (Purchase)</b> Mr. Anish Chakraborty Mobile -9830877576</p>	<p><b>2. Sr. Manager (Sales &amp; Marketing)</b> Mr. sukrit Mukherjee Mobile -9830278757</p>				

	<p>B) System Requirement:</p> <ol style="list-style-type: none"> <li>i) Windows 98 /XP-SP3 &amp; above/Windows 7 Operating System</li> <li>ii) IE-7 and above Internet browser.</li> <li>iii) Signing type digital signature</li> <li>iv) JRE 7 update 9 and above software to be downloaded and installed in the system.</li> </ol> <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 &amp; Commercial Formats without any ambiguity.</p>
4.	<p><b><u>Special Note towards Transaction fee: PAYMENT OF Transaction fee BY RTGS in favour of MSTC Limited.</u></b>The Bank details, format etc for sending Transaction fee by RTGS to MSTC is detailed below</p> <p><b>Bank Details : Axis Bank ,Shakespeare Sarani Branch, Kolkata</b>  <b>Account Details : Axis Bank A/c.No.005010200057840</b>  <b>IFSC Code No. : UTIB0000005.</b></p> <p><b>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.</b></p> <p><b>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.</b></p> <p><b>Contact Details : Fax No. : 033- 22831002</b>  <b>Email ids: <a href="mailto:sanjibpoddar@mstcindia.co.in">sanjibpoddar@mstcindia.co.in</a>, <a href="mailto:arindam@mstcindia.co.in">arindam@mstcindia.co.in</a>, <a href="mailto:rpradhan@mstcindia.co.in">rpradhan@mstcindia.co.in</a>, <a href="mailto:smukherjee@mstcindia.co.in">smukherjee@mstcindia.co.in</a>.</b></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.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 &amp; 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.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 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</p>

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/eprochome/hpckol](http://www.mstcecommerce.com/eprochome/hpckol) of MSTC Ltd.

8. E-tender cannot be accessed after the due date and time mentioned in NIT.

9. **Bidding in e-tender & Reverse auction:**  
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.  
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](http://www.mstcecommerce.com) → e-procurement → PSU/Gsovtdept → HPCL Login → My menu → Auction Floor Manager → live event → Selection of the live events.  
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.  
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.  
In all cases, Bidder should use their own ID and Password along with Digital Signature at the time of submission of their Bid.  
During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else.  
The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.  
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.  
It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.  
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. 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.  
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 <a href="http://www.mstcecommerce.com/eprochome/hpclkol">www.mstcecommerce.com/eprochome/hpclkol</a> 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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### **1. Eligibility Criteria**

- a) Bidders should possess updated page layout and Graphic Art designing Software's with at least one desktop scanner and one laser printer.
- b) Bidders must be conversant and familiar with modern techniques of Creative Design, Page Layout, Formatting and composing.
- c) Bidders must have prior experience in the relevant field of work. (Documentary proof to be uploaded with techno commercial bid)
- d) Interested Bidders are requested to furnish details of their infrastructure facility in the form of relevant experience, Licensed Software's, working space, numbers of work stations.

### **2. 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. Creative Artwork & Designing:**

- (i) Creative Artwork & Designing (1 Colour) for A4, A3, 7.5"x9.5", 8.5"x5.75", 8.5"x10.75" size book in English.
- (ii) Creative Artwork & Designing (1 Colour) for A4, A3, 7.5"x9.5", 8.5"x5.75", 8.5"x10.75" size book in Bengali.
- (iii) Creative Artwork & Designing (1 Colour) for A4, A3, 7.5"x9.5", 8.5"x5.75", 8.5"x10.75" size book in Hindi.
- (iv) Creative Artwork & Designing (2 Colours) for A4, A3, 7.5"x9.5", 8.5"x5.75", 8.5"x10.75" size book in English.
- (v) Creative Artwork & Designing (2 Colours) for A4, A3, 7.5"x9.5", 8.5"x5.75", 8.5"x10.75" size book in Bengali.
- (vi) Creative Artwork & Designing (2 Colours) for A4, A3, 7.5"x9.5", 8.5"x5.75", 8.5"x10.75" size book in Hindi.
- (vii) Creative Artwork & Designing (4 Colours) for A4, A3, 7.5"x9.5", 8.5"x5.75", 8.5"x10.75" size book in English.
- (viii) Creative Artwork & Designing (4 Colours) for A4, A3, 7.5"x9.5", 8.5"x5.75", 8.5"x10.75" size book in Bengali.
- (ix) Creative Artwork & Designing (4 Colours) for A4, A3, 7.5"x9.5", 8.5"x5.75", 8.5"x10.75" size book in Hindi.

#### **B. Matter Setting/Formatting from Customer's Materials :**

- (i) Matter Setting/Formatting from Customer's Materials (1 Colour) for A4, A3, 7.5"x9.5", 8.5"x5.75", 8.5"x10.75" size of book in English.
- (ii) Matter Setting/Formatting from Customer's Materials (1 Colour) for A4, A3, 7.5"x9.5", 8.5"x5.75", 8.5"x10.75" size of book in Bengali.
- (iii) Matter Setting /Formatting from Customer's Materials (1 Colour) for A4, A3, 7.5"x9.5", 8.5"x5.75", 8.5"x10.75" size of book in Hindi.
- (iv) Matter Setting/Formatting from Customer's Materials (2 Colours) for A4, A3, 7.5"x9.5", 8.5"x5.75", 8.5"x10.75" size of book in English.

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- (v) Matter Setting /Formatting from Customer's Materials (2 Colours) for A4, A3, 7.5"x9.5", 8.5"x5.75", 8.5"x10.75" size of book in Bengali.
- (vi) Matter Setting /Formatting from Customer's Materials (2 Colours) for A4, A3, 7.5"x9.5", 8.5"x5.75", 8.5"x10.75" size of book in Hindi.
- (vii) Matter Setting/Formatting from Customer's Materials (4 Colours) for A4, A3, 7.5"x9.5", 8.5"x5.75", 8.5"x10.75" size of book in English.
- (viii) Matter Setting /Formatting from Customer's Materials (4 Colours) for A4, A3, 7.5"x9.5", 8.5"x5.75", 8.5"x10.75" size of book in Bengali.
- (ix) Matter Setting /Formatting from Customer's Materials (4 Colours) for A4, A3, 7.5"x9.5", 8.5"x5.75", 8.5"x10.75" size of book in Hindi.

**C. Type Composing &Setting:**

- (i)Type Composing & Setting in English on A4, A3, 7.5"x9.5", 8.5"x5.75", 8.5"x10.75" size.
- (ii)Type Composing & Setting in Bengali on A4, A3, 7.5"x9.5", 8.5"x5.75", 8.5"x10.75" size.
- (iii)Type Composing& Setting in Hindi on A4, A3, 7.5"x9.5", 8.5"x5.75", 8.5"x10.75" size.
- (iv)Type Composing& Setting with Scientific Notation on A4, A3, 7.5"x9.5", 8.5"x5.75", 8.5"x10.75" size.

**D. Flex Designing:**

- (i) Flex Designing in large format on A4, A3, 7.5"x9.5", 8.5"x5.75", 8.5"x10.75" size.

**E. Tabulation work:**

- (i) Tabulation work on A4, A3, 7.5"x9.5", 8.5"x5.75", 8.5"x10.75" size.

**F. Scanning:**

- (i)Scanning High Resolution upto A4 size
- (ii)Scanning High Resolution larger than A4 size
- (iii)Scanning Normal Resolution upto A4 size
- (iv)Scanning Normal Resolution larger than A4 size

**G. Proof Reading:**

- (i) Proof Reading (upto A4 size pages) in English
- (ii) Proof Reading (upto A4 size pages) in Bengali
- (iii) Proof Reading (upto A4 size pages) in Hindi

**H. B/W Dummy on A4 size paper (Single side)**

**I. B/W Dummy on A4 size paper (Both side)**

**J. B/W Dummy on A3 size paper (Single side)**

**K. B/W Dummy on A3 size paper (Both side)**

**L. Colour Dummy on A4 size paper (Single side)**

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**M. Colour Dummy on A4 size paper (Both side)**

**N. Colour Dummy on A3 size paper (Single side)**

**O. Colour Dummy on A3 size paper (Both side)**

**P. Tracing Print Out per page**

**Q. Digital Print :**

- (a) (i) Digital Print (B/W) on A4 size with Paper.  
(ii) Digital Print (B/W) on A4 size without Paper.  
(iii) Digital Print (B/W) on A3 size with Paper.  
(iv) Digital Print (B/W) on A3 size without Paper.  
(v) Digital Print (B/W) on 12"x18" size with Paper.  
(vi) Digital Print (B/W) on 12"x18" size without Paper.  
(vii) Digital Print (B/W) on 13"x19" size with Paper.  
(viii) Digital Print (B/W) on 13"x19" size without Paper.  
(ix) Digital Print (B/W) on 13"x21" size with Paper.  
(x) Digital Print (B/W) on 13"x21" size without Paper.  
(xi) Digital Print (B/W) on 13"x23" size with Paper.  
(xii) Digital Print (B/W) on 13"x23" size without Paper.
- (b) (i) Digital Print (Colour) on Art Board/Paper of A4 size with Paper.  
(ii) Digital Print (Colour) on Texture Board/Paper of A4 size with Paper.  
(iii) Digital Print (Colour) on Metallic Board/Paper of A4 size with Paper.  
(iv) Digital Print (Colour) on Special Board/Paper of A4 size with Paper.  
(v) Digital Print (Colour) on Gum Sheet of A4 size with Paper.
- (c) (i) Digital Print (Colour) on Art Board/Paper of A3 size with Paper.  
(ii) Digital Print (Colour) on Texture Board/Paper of A3 size with Paper.  
(iii) Digital Print (Colour) on Metallic Board/Paper of A3 size with Paper.  
(iv) Digital Print (Colour) on Special Board/Paper of A3 size with Paper.  
(v) Digital Print (Colour) on Gum Sheet of A3 size with Paper.
- (d) (i) Digital Print (Colour) on Art Board/Paper of 12"x18" size with Paper.  
(ii) Digital Print (Colour) on Texture Board/Paper of 12"x18" size with Paper.  
(iii) Digital Print (Colour) on Metallic Board/Paper of 12"x18" size with Paper.  
(iv) Digital Print (Colour) on Special Board/Paper of 12"x18" size with Paper.  
(v) Digital Print (Colour) on Gum Sheet of 12"x18" size with Paper.
- (e) (i) Digital Print (Colour) on Art Board/Paper of 13"x19" size with Paper.  
(ii) Digital Print (Colour) on Texture Board/Paper of 13"x19" size with Paper.



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- (iii) Digital Print (Colour) on Metallic Board/Paper of 13"x19" size with Paper.  
(iv) Digital Print (Colour) on Special Board/Paper of 13"x19" size with Paper.  
(v) Digital Print (Colour) on Gum Sheet of 13"x19" size with Paper.
- (f) (i) Digital Print (Colour) on Art Board/Paper of 13"x21" size with Paper.  
(ii) Digital Print (Colour) on Texture Board/Paper of 13"x21" size with Paper.  
(iii) Digital Print (Colour) on Metallic Board/Paper of 13"x21" size with Paper.  
(iv) Digital Print (Colour) on Special Board/Paper of 13"x21" size with Paper.  
(v) Digital Print (Colour) on Gum Sheet of 13"x21" size with Paper.
- (g) (i) Digital Print (Colour) on Art Board/Paper of 13"x23" size with Paper.  
(ii) Digital Print (Colour) on Texture Board/Paper of 13"x23" size with Paper.  
(iii) Digital Print (Colour) on Metallic Board/Paper of 13"x23" size with Paper.  
(iv) Digital Print (Colour) on Special Board/Paper of 13"x23" size with Paper.  
(v) Digital Print (Colour) on Gum Sheet of 13"x23" size with Paper.
- (h) (i) Digital Print (Colour) on A4 size without Paper.  
(ii) Digital Print (Colour) on A3 size without Paper.  
(iii) Digital Print (Colour) on 12"x18" size without Paper.  
(iv) Digital Print (Colour) on 13"x19" size without Paper.  
(v) Digital Print (Colour) on 13"x21" size without Paper.  
(vi) Digital Print (Colour) on 13"x23" size without Paper.

**R. Translation:**

- (i) Translation from English to Bengali on A4, A3, 7.5"x9.5", 8.5"x5.75", 8.5"x10.75" size.  
(ii) Translation from Bengali to English on A4, A3, 7.5"x9.5", 8.5"x5.75", 8.5"x10.75" size.  
(iii) Translation from English to Hindi on A4, A3, 7.5"x9.5", 8.5"x5.75", 8.5"x10.75" size.  
(iv) Translation from Hindi to English on A4, A3, 7.5"x9.5", 8.5"x5.75", 8.5"x10.75" size.  
(v) Translation from Hindi to Bengali on A4, A3, 7.5"x9.5", 8.5"x5.75", 8.5"x10.75" size.  
(vi) Translation from Bengali to Hindi on A4, A3, 7.5"x9.5", 8.5"x5.75", 8.5"x10.75" size.  
(vii) Translation from Bengali to Urdu on A4, A3, 7.5"x9.5", 8.5"x5.75", 8.5"x10.75" size.  
(viii) Translation from Urdu to Bengali on A4, A3, 7.5"x9.5", 8.5"x5.75", 8.5"x10.75" size.  
(ix) Translation from English to Urdu on A4, A3, 7.5"x9.5", 8.5"x5.75", 8.5"x10.75" size.  
(x) Translation from Urdu to English on A4, A3, 7.5"x9.5", 8.5"x5.75", 8.5"x10.75" size.  
(xi) Translation from Hindi to Urdu on A4, A3, 7.5"x9.5", 8.5"x5.75", 8.5"x10.75" size.  
(xii) Translation from Urdu to Hindi on A4, A3, 7.5"x9.5", 8.5"x5.75", 8.5"x10.75" size.

**HOOGLY PRINTING CO. LTD.**  
**(A Govt. of India Enterprise)**  
**41, Chowringhee Road, Kolkata - 700071**  
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**E-Mail : hooghlyprint@dataone.in**  
**NIT NO. HPCLKOL/16-17/ET-24 Dated 07.03.2017**

- 3. Rate:** Rates quoted should be exclusive of all taxes and duties. taxes if any to be stated separately.
- 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. Validity:** The rates quoted by the bidder should remain valid till 30.05.2018.
- 6. 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 16.03.2017 by 16.00 Hrs. The offers would be opened on the same day by 16.30 Hrs. Details of the Tender are available on <http://mstcecommerce.com/eprochome/hpckol> & [www.hooghlyprinting.com](http://www.hooghlyprinting.com).
- 7. Confidentiality Agreement:** 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 the sub-contractor.
- 8. Risk Purchase & Liquidated Damages:** Time is the essence of the Contract. Works to be executed as per the stipulated schedule in delivery instructions failing which Risk Purchase and/or Company's Standard LD Clause will be applicable without Prejudice to the 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. Right to call for service:** HPCL shall have the rights to call upon regarding any kind of support services at any point of time during execution of the job(s). Vendor should always remain available round the clock over Telephone / Fax/E-mail for communication. Vendor should attend the call on immediate basis within 24 hours of receipt of intimation received from HPCL over Telephone / Fax/E-mail.
- 11. 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.
- 12. Clarification of Tender Document:** The bidder shall check each and every page of the tender document and in the event of discovery of any discrepancy or missing page(s) the Bidder shall contact the Dy. Manager (Purchase) & Dy. Manager (Prod & Plang.) 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.

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**13. 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.

**14. Note:** Bidders should comply with and agree to all the eligibility criteria and techno-commercial terms before submission of their Bids. Corrigendum and/or addendum if any shall only be hosted in the website at <http://mstcecommerce.com/eprochome/hpclkol> hence bidders are requested to check the websites for such updates. Interested bidder must submit tender fees of Rs.500/- (Five Hundred only) to Dy. Manager (Purchase) 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 Dy. Manager (Purchase) at the above address on any working day excluding Saturday between 11.00 hrs. & 15.00 hrs.

For Hooghly Printing Co. Ltd

Date: 07.03.2017

Place: Kolkata

Manager (F & A)

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**NIT NO. HPCLKOL/16-17/ET-24 Dated 07.03.2017**

1. NIT NO. & DATE : **NIT NO. HPCLKOL/16-17/ET-24 Dated 07.03.2017**
2. NAME OF THE BIDDER IN FULL :
3. ADDRESS OF THE BIDDER
  - (a) Registered Office :
  - (b) Head Office :
  - (c) Branches :
  - (d) Nature of Business :
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 MSME or Not:
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 :

**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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- (e) IFSC 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 :  
(c) Service Tax Registration no. :  
(Please attach photo copies)
11. I. T. PERMANENT ACCOUNT NO. :  
(Please attach photo copy)
12. EMPLOYEE STATE INSUANCE REGISTRATION NO. :
13. EMPLOYEE PROFIDENT FUND REGISTRATION NO. :
14. WHETHER THE APPLICANT IS ENLISTED :  
WITH ANY PUBLIC SECTOR  
UNDERTAKING. IF SO, THE DETAILS  
ARE TO BE FURNISHED
15. FINANCIAL CAPACITY :  
(a) Fixed Capital :  
(b) Working Capital :

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(c) Turnover for last three year :  
 (Copy of audited Balance Sheet to be enclosed)

16. PROOF OF MAJOR ORDERS EFFECTED :  
 IN PREVIOUS YEARS  
 (Documentary proof to be enclosed)

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

(b) Value of the Orders :

(b) No. of Orders

17. **Details of Machine offered** along with  
 Model,Make/Brand, Serial No. :

18. 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

DD/Pay orders Submitted:

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

Remarks:

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**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/eprhome/hpckol>.**