

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****E-Tender No. HPCLKOL/17-18/ET-02 Dated 29.05.2017**

Hooghly Printing Co. Ltd. (HPCL) invites Online Electronic Offers from experienced Printers & Binders for Printing & Binding of Textbooks through Contractor Owned and Operated machines at our Unit M.G.Road, P.O.-Joka,Kolkata-700104 . Offers should be submitted in two parts i.e. i) Technical Bid and ii) Price Bid for the undermentioned Jobs.

SCHEDULE OF TENDER (SOT)

a. NIT NO.	HPCLKOL/17-18/ET-02 Dated 29.05.2017
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/17-18/ET-02
d. Date of NIT available to parties to download	06.06.2017
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.50000/-(Rupees Fifty Thousands Only) in the form of demand draft/pay order favouring "HOOGHLY 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 "HOOGHLY 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) at "Link under "My Menu" in the tenderer login by online payment or NEFT (refer clause. No. 4 of Annexure -I)
h. Last date of submission of Transaction fee by online payment or 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 www.mstcecommerce.com/eprochome/	01.07.2017 at 11.00 AM.
j. Date of closing of online e-tender for submission of Techno-Commercial Bid & Price Bid.	06.07.2017 at 16.00 Hours.
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	06.07.2017 at 16.30 Hours. To be communicated separately.

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Tender Committee

A.Chakraborty (Dy.Manager-Purchase)	S.Guha (Dy.Manager-Prod. &Plang.)	A.Basu (Manager-F & A)	S.Mukherjee (Sr.Manager-Sales & Mktg.)
S.Sarkar (Officer-Purchase)			

Annexure-I

Important instructions to tenderers

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-700020.

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 tenderer's registration with MSTC e-procurement portal which is free of cost. Only after registration, the tenderer(s) can submit his/their bids electronically. Electronic Bidding for submission of Technical Bid as well as Commercial Bid will be done over the internet. The Tenderer should possess Class III signing type digital certificate. Tenderers are to make their own arrangement for bidding from a P.C. connected with Internet. MSTC is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).</p> <p>SPECIAL NOTE: THE TECHNICAL BID AND THE COMMERCIAL BID HAS TO BE SUBMITTED ON-LINE AT www.mstcecommerce.com/eprchome/hpckol</p> <p>1).Tenderers are required to register themselves online with www.mstcecommerce.com → e-Procurement → PSU/Govtdepts → Select HPCL Logo → Register as Tenderer -- Filling up details and creating own user id and password → Submit.</p> <p>2). Tenderers 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 clarification, please contact HPCL/MSTC, (before the scheduled time of the e- tender)</p> <p style="text-align: center;">Contact Person (MSTC):</p> <p>1. Mr. ArindamBhattacharjee Dy. Manager (E-commerce) MobileNo:9330102643 Email-arindam@mstcindia.co.in</p> <p>2) Mr. Sabyasachi Mukherjee Junior Manager (E-commerce) Mobile- 7278030407 Email: smukherjee@mstcindia.co.in</p> <p>3.Ms.SumanaMaity Junior Manager (e-Commerce) Mobile:9831155225 Email:smaity@mstcindia.co.in Landline-03322901004</p> <p style="text-align: center;">Google hangout ID- (For Text Chat)- mstceproc@gmail.com</p> <p style="text-align: center;">Contact Person (Hooghly Printing Co. Ltd.):</p> <p>1.Dy.Manager (Purchase) Mr.Anish Chakraborty M-9830877576</p> <p>2. Dy.Manager (Prod. &Plang.) Mr.SouvikGuha Mobile:9674913979</p> <p>3. Officer (Purchase) Mr.Sourav Sarkar Mobile:9831477628</p> <p>Email: hooghlyprint@dataone.in Phone No. (033) 2288-3312/3779 Fax No. (033) 2288-2734</p>
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B) System Requirement:

- i) Windows 7 or above Operating System
- ii) IE-7 and above Internet browser.
- iii) Signing type digital signature
- iv) Latest updated JRE 8 (x86 Offline) software to be downloaded and installed in the system.

To disable "Protected Mode" for DSC to appear in The signer box following settings may be applied.

- Tools => Internet Options => Security => Disable protected Mode If enabled- i.e, Remove the tick from the tick box mentioning "Enable Protected Mode".
- Other Settings:

Tools => Internet Options => General => Click On Settings under "browsing history/ Delete Browsing History" => Temporary Internet Files => Activate "Every time I Visit the Webpage".

To enable ALL active X controls and disable 'use pop up blocker' under Tools→Internet Options→ custom level (Please run IE settings from the page www.mstcecommerce.com once)

2.	The Techno-commercial Bid and the Price Bid shall have to be submitted online at www.mstcecommerce.com/eprochome/hpckol Tenders will be opened electronically on specified date and time as given in the Tender.
3.	All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.
4.	<p>Special Note towards Transaction fee:</p> <p>The tenderers shall pay the transaction fee using "Transaction Fee Payment" Link under "My Menu" in the tenderer login. The tenderers have to select the particular tender from the event dropdown box. The tenderer shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, the tenderer shall generate a challan by filling up a form. The tenderer shall remit the transaction fee amount as per the details printed on the challan without making change in the same. On selecting Online Payment, the tenderer shall have the provision of making payment using its Credit/ Debit Card/ Net Banking. Once the payment gets credited to MSTC's designated bank account, the transaction fee shall be auto authorized and the tenderer shall be receiving a system generated mail.</p> <p><u>Transaction fee is non-refundable.</u></p> <p>A tenderer will not have the access to online e-tender without making the payment towards transaction fee.</p> <p><u>NOTE</u></p> <p>Tenderers are advised to remit the transaction fee well in advance before the closing time of the event so as to give themselves sufficient time to submit the bid.</p>
5.	Information about tenders /corrigendum uploaded shall be sent by email only during the process till finalization of tender. Hence the tenderers are required to ensure that their corporate email I.D. provided is valid and updated at the time of registration of tenderer with MSTC. Tenderers are also requested to ensure validity of their DSC (Digital Signature Certificate).
6.	E-tender cannot be accessed after the due date and time mentioned in NIT.
7.	<p>Bidding in e-tender :</p> <ol style="list-style-type: none"> a) Tenderer(s) need to submit necessary EMD, Tender fees and Transaction fees (If ANY) 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 tenderer(s) will be refunded by the tender inviting authority. b) The process involves Electronic Bidding for submission of Technical and Commercial Bid. c) The tenderer(s) who have submitted transaction fee can only submit their Technical Bid and Commercial Bid through internet in MSTC website www.mstcecommerce.com → e-procurement → PSU/Govtdepts. → Login under → My menu → Auction Floor Manager → live event → Selection of the live event d) The tenderer should allow running JAVA application. This exercise has to be done immediately after opening of Bid floor. Then they have to fill up Common terms/Commercial specification and save the same. After that click on the Technical bid. If this application is not run then the tenderer will not be able to save/submit his Technical bid.

- e) After filling the Technical Bid, tenderer should click 'save' for recording their Technical bid. Once the same is done, the Commercial Bid link becomes active and the same has to be filled up and then tenderer should click on "save" to record their Commercial bid. Then once both the Technical bid & Commercial bid has been saved, the tenderer can click on the "Final submission" button to register their bid
- f) Tenderers are instructed to use *Attach Doc button* to upload documents. Multiple documents can be uploaded.
- g) In all cases, tenderer 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 tenderers 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 tenderer. Any bid will be considered as the valid bid offered by that tenderer and acceptance of the same by the Buyer will form a binding contract between Buyer and the Tenderer for execution of supply.
- 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 tenderer confirms his acceptance of terms & conditions for the tender.

8	Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
9.	No deviation to the technical and commercial terms & conditions are allowed.
10.	The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
11.	Tenderers are requested to read the tenderer guide and see the video in the page www.mstcecommerce.com/eprchome to familiarize them with the system before bidding.

Tender Committee

A.Chakraborty
(Dy.Manager-Purchase)

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E-Mail : hooghlyprint@dataone.in
E-Tender NO. HPCLKOL/17-18/ET-02 Dated 29.05.2017

Hooghly Printing Co. Ltd. (HPCL) invites Online Electronic Offers from experienced Printers & Binders for Printing & Binding of Textbooks for Contractor Owned and Contractor Operated (COCO) machines printing & binding at our M.G.Road Unit P.O.- Joka, Kolkata-700104. Offers should be submitted in two parts i.e. i) Technical Bid and ii) Price Bid.

1. Eligibility Criteria:

a) The tenderer should have atleast three years' experience of supply, arrangement or into the business activities of Printing & Binding of text books. (Documentary proof to be uploaded with the techno commercial bid)

b) The tenderer should have an average minimum turnover of Rupees 400 (Four Hundred) Lacs or more during the last 3 years to undertake this type of assignment. Audited Balance Sheet & Income Tax return of last 3 years should be enclosed with the Technical Bid. (Documentary proof to be uploaded with the techno commercial bid)

c) The tenderer should have valid Trade License, W.B. VAT Registration, CST Registration, PAN, EPF & ESI Registration. (Documentary proof to be uploaded with the techno commercial bid)

d) The tenderer should be able to produce 3,00,000 impressions per 16 hrs. in 4 colour from each web press. Rated capacity of the web printing machine should not be below 30000 Impressions per hour. (Declaration needs to be uploaded with the techno commercial bid).

e) The tenderer should be able to bind 25000 finished books through each perfect binding machine in 16 hours operations. (Declaration along with rated capacity of the machine needs to be uploaded with the techno commercial bid).

f) One tenderer can quote independently for supplying, printing & binding for any two machines required (546mm and/or 508mm) or can quote for any one of the machines independently along with commensurate postpress facility. Tenderer has to supply commensurate post press facility with printing machine comprising of Perfect binding, power stitching, fully automatic Cutting machine, 3 Knife Trimmer, strapping machine and any other machines and/or equipments as required necessary along with Printing equipment can only quote. **Bids for only printing or only binding for one machine or both machines shall not be considered.** More than one balancing equipment must be installed by the tenderer for supporting the printing and/or binding activities as required.

g) **Tenderer should clearly state the rated capacity of all machinery & equipment along with name of manufacturer(s), Brand, Model No., Grade etc. to be supplied.** All the machineries and equipment should be **brand new** on the date of installation and should be capable of producing required quality maintaining maximum **wastage of 3 to 4%**. Machines offered are subject to inspection by the technical team of the company. (Documentary proof to be uploaded in the techno commercial bid)

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2. Scope of Work:**Machine & Equipment Specifications:**

Quantity (no.)	Printing Machine (Web Offset)	Post Press Machine and Equipment				
1	4 Colour 508mm Cut off (1 No.)	6 Clamp Perfect Binding Machine (1 no)	Power driven stitching machine (2 no.)	Fully Automatic Cutting Machine (1 No)	3 knife trimmer (1 no)	Strapping Machine (1 no)
2	4 Colour 546mm Cut off (2 No.)	6 Clamp Perfect Binding Machine (1 no)	Power driven stitching machine (2 no.)	Fully Automatic Cutting Machine (1 No)	3 knife trimmer (1 no)	Strapping Machine (1 no)

a) Supply and installation of 3 Nos. brand new web-offset machines having of 1 no of 508 mm & 2 nos. of 546mm cut off size and print along with requisite post press operation with men as required on hire charges at the premises of the company. The Company may not install any machine(s) or may install 1 (One) or 2 (Two) or 3 (Three) web offset printing machine(s) along with commensurate ancillary at their sole discretion.

b) The successful tenderer shall maintain records for consumption of raw materials, consumables, semi-finished goods, finished goods and any other items for operations issued to the tenderer by the company. The records shall be signed and authorised by Company's designated representative.

c) All installation should be completed by **90 days from the date of placement of LOI or Formal Purchase Order**, whichever is earlier and machines should be ready for operation on installation. Machinery and equipment to be installed considering the **height from floor to ceiling is 14 FT**. A separate undertaking confirming the mobilization time is to be given failing which the tender may be cancelled. (Documentary proof to be uploaded with the techno commercial bid)

d) The Company shall provide space, electricity, water and other press consumables such as ink, wash, fountains, processed plates etc. for operations.

e) **Blankets & all machine spares etc. are to be supplied by the Tenderer.** Operational maintenance including insurance of all men, machineries and equipment's are the sole responsibility of the tenderer. The company i.e. **HPCL shall have no responsibility in this regards for insurance of men, machineries and equipment.**

f) **The tenderer shall only offer brand new machine.** In case of brand new machine in the possession of the tenderer copy of the relevant tax invoice to be provided. In the alternate, copy of the confirmed willingness letter from the manufacturer(s) or their agent/dealer to be provided with the techno commercial bid. (Documentary proof to be uploaded with the techno commercial bid)

3. Terms & Conditions:

a) All successful tenderer (s) have to submit consumption statements on completion of job.

b) Tenderers will be allocated jobs on the basis of their equipment's, manpower and ability for execution at the sole discretion of HPCL.

c) Cover and broken formats will be treated as one format while binding.

d) Tenderers must furnish their production capacity of each of machines along with details machines to be installed in the form of number of impressions and number of finished books per day.

e) All necessary work for installation & commissioning of the machines and removal of the same on completion of the contractual period to be carried out by the tenderer at their own risk and cost. No charges shall be paid for supply, installation, testing, commissioning (SITC) and removal of the machinery and equipment by the company.

Tender Committee

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(Dy. Manager-Purchase)

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f) **The successful Tenderer(s) shall be allowed to execute jobs provided by HPCL exclusively within the premises of the Company.**

g) HPCL may not install any machine(s) or may install 1 (One) or 2 (Two) or 3 (Three) web offset printing machine(s) along with commensurate ancillary at their sole discretion. Any request for offer of an advantage or any other inducement by the tenderer with a view to influence the decision making process of the company for preference on allotment of machinery & equipment or any other reason(s) shall not be accepted. Such action shall result in the rejection of bid.

4. **Rate:** Rates quoted should be exclusive of all taxes and duties. Taxes if any, are to be stated separately. Income Tax/Works Contract Tax shall be deducted at source as per existing rules.

5. **Terms of Payment:** Payment shall be made phased manner within **6 months from the date of receipt of invoices** complete in all respect along with receipted challans. Invoice(s) should be submitted in accordance with Purchase Order(s) issued by the company. Part Invoices shall not be accepted by the company.

6. **Validity:** The Contract shall be valid for a period of three years from the date of issuance of Formal Work Order. Further renewal shall be considered on mutual agreement. The Contract shall be terminated by either of the party by written notice of two months prior to termination.

7. **Installation and Commissioning of Machinery & Equipment:** All installation should be completed by **90 days** from the date of placement of LOI or Formal Purchase Order, whichever is earlier. The Company shall not be responsible in anyway whatsoever with respect to all risk and cost during the course of installation within the premises of the Company.

8. **Insurance:** Insurance of machineries & equipment to be installed at the premises of the company shall have to be done by the successful tenderer at their sole cost & risk. The company shall not be responsible in anyway whatsoever with respect to all risk and cost during the course of installation, operations & removal of the said machineries and equipment within the premises of the company. Repair, maintenance & insurance of machinery & equipment to be installed shall be carried out by the tenderer at their sole cost & risk. The Company shall not be responsible for any claim for consequential damage – financial or otherwise whatsoever with respect to the above.

9. **Operators & Workmen:** Tenderers shall solely be responsible for providing skilled operators & workman for operation of the machinery and equipment within the premises of the Company. Workman required for movement of paper reels, consumables, printed materials, finished books and restoration of processed scrap materials shall be arranged by the tenderer at their own risk & cost. The tenderer must ensure the compliance of all relevant Labour Laws relating to Workmens Compensation Act, Payment of Wages Act, Minimum Wages Act, Employees' Provident Fund Act, Employees' State Insurance Act, and Factories Act etc. The Company shall not be responsible for any obligation, financial or otherwise with respect to all the workmen/supervisors etc. provided by the tenderer which may arise due to non compliance of the aforesaid labour laws by the tenderer. The Company shall not be responsible in anyway whatsoever with respect to all risk and cost associated with the workmen during the course of installation, operations & removal within the premises of the company. The tenderer has to ensure all necessary precautionary measures & arrangements including with to men within the premises of the Company. The Company shall not be responsible in anyway whatsoever for any consequential damage – financial or otherwise with respect to these workmen provided by the tenderer.

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10. **Removal of Machinery and Equipment:** Nonrenewal of the Contract and/or on expiry of the Contract period and/or Termination of the Contract through two months written notice by any of the party, the tenderer shall have to remove all the machine & equipment from the premises of the Company within 60 days from the date of expiry and/or termination or whichever is earlier at tenderer's risk & cost, failing which Rs.8000/- Per day shall be charged by the Company to the tenderer till the date of removal of machinery and equipment from the premises of the Company. Further notice and/or intimation in respect for removal of machinery & equipment shall not be issued by the Company to the tenderer on Nonrenewal of the Contract and/or on expiry of the Contract period and/or Termination of the Contract through one month written notice. All Machinery and equipment shall be removed by the tenderer within 60 days on expiry of the Contract and/or Nonrenewal of the Contract and/or Termination of the Contract through two months written notice, failing which the Company reserves the right to remove all the machine & equipment of tenderer at tenderer's risk & cost. Further, the Company shall be not be responsible in anyway whatsoever for any consequential damage – financial or otherwise and cost for removal of the machine & equipment shall be charged to the tenderer's account.

11. **'Confidential Information'** means any information of a confidential (whether in existence before or after the date of this agreement) however conveyed that relates to the business, affairs, developments, trade-secrets, pricing, personnel, suppliers and customers of either party including intellectual property together with all information derived from the above and any other information clearly designated as being confidential (whether or not it is marked 'confidential') or which ought reasonably be considered to be confidential.

12. **Nondisclosure of Confidential Information:** The Tenderer shall not disclose or use any manuscripts/papers/documents/soft copies and documents that may be received by the Tenderer from the Company. The Tenderer shall not disclose or permit disclosure of any papers and documents received from the Company to third parties or to employees of the tenderer, other than only those who are demonstrably required to have the information in order to carry out the purpose of printing and such ancillary jobs. The Tenderer shall take all reasonable measures to protect the secrecy and avoid any disclosure or improper use of Confidential Information of the Company in order to prevent it from falling into the public domain or the possession of persons other than those persons authorized under this Agreement to have any such information. The Tenderer agrees to notify the Company in writing of any actual or suspected misuse, misappropriation or unauthorized disclosure of Confidential Information of the Company which may come to the Tenderer's attention. The tenderer shall abide that their attachment with the Company will not directly or indirectly divulge or make use of any Confidential Information without prior written consent of the Company to any other source(s).

13. **Non-Compete Clause:** The Tenderer shall not engage in any activity which may cause conflict of interest between the tenderer and HPCL as their engagement with HPCL bring them into close contact with HPCL's Customers, Prospective Customer, Vendors, Trade Secrets and Confidential information. The tenderer shall agree to perform the duties assigned to them with highest integrity & strict confidentiality. The tenderer shall not engage in any activity which may cause a conflict of interest between the tenderer and HPCL during the Contract and 3 years from the date of expiry and/or termination of the Contract. The tenderer shall not make any copies of the Confidential Information except as may be necessary to comply with its obligations under this agreement.

14. **Submission of Offers:** Bids shall be submitted through electronic online mode only at <http://mstcecommerce.com/eprochome/hpclkol>. Last date for Submission of Offers is 06.07.2017 by 16.00 Hrs. The offers would be opened on the same day by 16.30 Hrs.

Tender Committee

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(Dy.Manager-Purchase)

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(Dy.Manager-Prod. & Plang.)

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15. Risk Purchase & Liquidated Damages: Time is the essence of the Contract. Machines are to be installed and operated as per stipulated schedule in the 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 Tenderer.

16. Governing Law & Dispute Resolution: This Agreement is governed by the laws in India. In case of any dispute arising out of this transaction or in relation to this Agreement, the jurisdiction to entertain such dispute shall vest exclusively with the Courts in Kolkata.

17. Canvassing: Canvassing or offer of an advantage or any other inducement by any person with a view to influence the 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 tenderer to bring influence towards HPCL's decision making process, bid submitted by such tenderer is liable to be rejected and shall be disqualified for participation in the future tenders conducted by HPCL.

18. Clarification of Tender Document: The tenderer shall check the each and every page of the tender document against page number given in indexes and, in the event of discovery of any discrepancy or missing page(s) the Tenderer shall contact 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://www.mstcecommerce.com/eprochome/hpclkol>, 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.

19. 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 tenderer or tenderers or anybody else. The decision of HPCL in this regard shall be final & binding on all the participating tenderers. 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 Tenderers without assigning any reason whatsoever. HPCL may terminate the contract or cancel the award of contract, if it is found that the Tenderer 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 tenderer is found to be false/incorrect, their total Bid shall be summarily rejected and no correspondence on the same, shall be entertained.

20. Note: Tenderers 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://www.mstcecommerce.com/eprochome/hpclkol> hence tenderers are requested to check the websites for such updates. Interested tenderers must submit Demand drafts/Pay Orders favouring "HOOGHLY PRINTING CO. LTD." payable at Kolkata in respect of Earnest Money Deposit of Rs.50000/- (Fifty Thousand only) and 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 in a sealed envelope super scribing 'Techno-commercial Bid against E-Tender NO. HPCLKOL/17-18/ET-02 Dated 12.05.2017'. 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: 29.05.2017

For Hooghly Printing Co. Ltd.

Place: Kolkata

Dy. Manager (Purchase)

Tender Committee

A.Chakraborty
(Dy. Manager-Purchase)

S.Guha
(Dy. Manager-Prod. & Plang.)

A.Basu
(Manager-F & A)

S.Mukherjee
(Sr. Manager-Sales & Mktg.)

S.Sarkar
(Officer-Purchase)

Annexure-III

HOOGLY 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
E-Tender NO. HPCLKOL/17-18/ET-02 Dated 29.05.2017

Financial Bid

1. Rate for supply of web press 508mm./546mm.
and own with operators(3,00,000 impression/day) basis per :Rs.....
Thousand Per Colour Per Forma of 8 pages
2. Binding charges
 1. Perfect Binding charges
per forme of 16 pages per thousand : Rs.....
 2. Perfect Binding charges
per forme of 8 pages per thousand along with folding : Rs.....
 3. Binding charges with center wirestich
per forme of 16 pages per thousand : Rs.....
 4. Binding charges with center wirestich
per forme of 8 pages per thousand along with folding : Rs.....
 5. Binding charges with sidestich with cover drawn
per forme of 16 pages per thousand : Rs.....
 6. Binding charges with sidestich with cover drawn
per forme of 8 pages per thousand along with folding : Rs.....

Note:The Tenderer shall not upload this page with the techno-commercial bid.

Tender Committee

A.Chakraborty
(Dy.Manager-Purchase)

S.Guha
(Dy.Manager-Prod. &Plang.)

A.Basu
(Manager-F & A)

S.Mukherjee
(Sr.Manager-Sales & Mktg.)

S.Sarkar
(Officer-Purchase)

Annexure-IV**HOOGLY 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

E-Tender No.: HPCLKOL/16-17/ET/02 Dated 29.05.2017**Techno-Commercial Bid**

1. Credentials

A)Details of Machinery/Equipment offered by the tenderer along with Model, make/Brand, Serial No:

<u>Sl.No.</u>	<u>Description of Machinery/Equipment</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.

Remarks:

Date:

Signature with Seal

Note:The Tenderer shall sign on this page under his seal by authorised signatory and upload the same with the techno-commercial bid at <http://www.mstcecommerce.com/eprochome/hpclkol>.

HOOGLY PRINTING CO. LTD.
(A Govt. of India Enterprise)
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E-Mail : hooghlyprint@dataone.in
E-Tender NO. HPCLKOL/17-18/ET-02 Dated 29.05.2017

TENDER FORM

1. E-TENDER NO. & DATE : **HPCLKOL/17-18/ET-02 Dated 29.05.2017**
2. NAME OF THE TENDERER IN FULL :
3. ADDRESS OF THE TENDERER
 - (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 :

Date:

Signature with Seal

Note: The Tenderer shall sign on this page under his seal by authorised signatory and upload the same with the techno-commercial bid at <http://mstcecommerce.com/eprichome/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. :
(Documentary proof to be uploaded with techno-commercial bid)
10. SALES TAX / VAT REGISTRATION NO. :
(Documentary proof to be uploaded with techno-commercial bid)
- (a) Central :
- (b) State :
- (c) Service Tax Registration no. :
11. I. T. PERMANENT ACCOUNT NO.(PAN) :
(Documentary proof to be uploaded with techno-commercial bid)
12. EMPLOYEE STATE INSURANCE REGISTRATION NO.(ESI) :
(Documentary proof to be uploaded with techno-commercial bid)
13. EMPLOYEE PROFIDENT FUND REGISTRATION NO.(EPF):
(Documentary proof to be uploaded with techno-commercial bid)
14. WHETHER THE APPLICANT IS ENLISTED :
WITH ANY PUBLIC SECTOR UNDERTAKING.
IF SO, THE DETAILS ARE TO BE FURNISHED
(Documentary proof to be uploaded with techno-commercial bid)

Date:

Signature with Seal

Note: The Tenderer shall sign on this page under his seal by authorised signatory and upload the same with the techno-commercial bid at <http://www.mstcecommerce.com/eprochome/hpclkol>.

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15. FINANCIAL CAPACITY :
- (a) Fixed Capital :
- (b) Working Capital :
- (c) Turnover for last three year :
(Documentary proof to be uploaded with techno-commercial bid)

16. PROOF OF MAJOR ORDERS EFFECTED IN PREVIOUS YEARS :
(Documentary proof to be uploaded with techno-commercial bid)

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

(b) Value of the Orders :

(b) No. of Orders

17. 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
(Documentary proof to be uploaded with techno-commercial bid)

18. DD/Pay orders Submitted:

Sl.No.	DD/Pay order no.	Date	Bank	Amount(Rs.)	Particulars
1				50000/-	EMD
2				500/-	Cost of Tender Document

(Documentary proof to be uploaded with techno-commercial bid)

Remarks:

Date:

Signature with Seal

Note: The Tenderer shall sign on this page under his seal by authorised signatory and upload the same with the techno-commercial bid at <http://www.mstcecommerce.com/eprochome/hpclkol>.

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E-Mail : hooghlyprint@dataone.in
E-Tender NO. HPCLKOL/17-18/ET-02 Dated 29.05.2017

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 this page under his seal by authorised signatory and upload the same with the techno-commercial bid at <http://www.mstcecommerce.com/eprochome/hpclkol>.