

HOOGHLY PRINTING CO. LTD.
(A Govt. of India Enterprise)
41, Chowringhee Road, Kolkata - 700071
Phone No. (033) 2288-3312/3779 Fax No. (033) 2288-2734
E-mail: hooghlyprint@dataone.in

NOTICE INVITING TENDER

NIT NO. 11/2014-15 Dated 04.09.2014

Hooghly Printing Company Limited (HPC) invites offers in sealed covers along with sample from manufacturers/authorized dealers/distributors for supply of the under-mentioned materials:

Item No.	Description	Size	Quantity (Apprx.)	Other Specifications
1	200 GSM Art Board	20" X 30" and/or 22" X 35" in Sheet	40000 Kgs	Both sides coated (gloss)

1. Eligibility Criteria:

a) Bidders should have average turnover of Rupees One Crore in the last three years. Last Three years audited accounts have to be submitted with the Technical Bids. (Documentary proof to be submitted of last three years audited accounts)

b) Dealers/Stockists/C & F Agents/Distributors/Merchants must submit the valid Authorization Certificate from the manufacturer. (Documentary proof to be submitted)

c) Bidders should have all statutory registrations such as Trade Licence, W.B. VAT Registration, CST Registration. (Documentary proof to be submitted)

2. Scope of Work:

The Bidder should be in a position to complete supply in 2 phases starting from 1st week of October, 2014 followed by 3rd week of October, 2014. Manufacturer's Test Certificate as regards specification of the materials need to be furnished with the offer. The aforesaid delivery schedule is tentative in nature and may vary in actual.

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

4. **Terms of Payment:** Bidders are advised to quote their best price on the basis of 60 days credit basis. Payment will be made on successful delivery of the entire ordered quantity on submission of the bill along with receipted challan.

5. **Earnest Money Deposit** of Rs. 50,000/- (Rupees Fifty Thousand only) in the form of Demand Draft/Pay Order favouring "HOOGHLY PRINTING CO. LTD." payable at Kolkata to be submitted with the Offer which will be refunded to the unsuccessful bidders.

6. **Validity:** The rates should be inclusive of loading & unloading charges, incidental expenses etc. and should remain valid till 31.10.2014. Details of the Tender are available on www.hooghlyprinting.com

8. **Submission of Offers:** Last date for Submission of Offers is **24.09.2014 by 15.00 Hrs.** The offers would be opened on the same day by 16.00 Hrs.

9. Note: Interested bidders may submit Demand drafts/Pay Orders favouring “HOOGHLY PRINTING CO. LTD.” payable at Kolkata in respect of Earnest Money Deposit i.e.Rs.50000/- (Fifty Thousand only) and Tender Fees i.e. Rs.500/- (Five Hundred only) along with Tender form and relevant sample of paper 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 Manager (Prod. & Plan.) at the above address on any working day excluding Saturday between 11.00 hrs. & 15.00 hrs. The aforesaid delivery schedule is tentative in nature and may vary in actual. The quantities mentioned above are indicative and likely to vary by $\pm 10\%$. The successful bidder shall be required to furnish alongwith each lot of materials, Manufacturer’s Test Certificate duly authenticated by Certificate from Government testing laboratory.

10. Resolving of Disputes: Any dispute arising out of these transactions shall be subject to the jurisdiction of the competent Court at Kolkata. Time is the essence of the Contract. Materials to be delivered as per schedule stipulated in the delivery instructions failing which Risk Purchase Clause will be applicable without Prejudice to the Company’s right to black list the Bidder.

11. Bidders should read the Eligibility criteria and technical terms carefully before submitting Price bid. Management reserves the right to accept or reject any or all the offers and/or to divide the quantity ordered between one or more bidders without assigning any reason whatsoever.

Date: 04.09.2014

For Hooghly Printing Co. Ltd.

Place: Kolkata

Sr.Manager(F&A)

HOOGLY PRINTING CO. LTD.

(A. Govt. of India Enterprise)

41, Chowringhee Road, Kolkata – 700 071

TENDER FORM

1. NIT NO. & DATE : NIT 11/2014-15 DT. 04-09-2014
2. NAME OF THE BIDDER IN FULL :
3. ADDRESS OF THE BIDDER
(a) Registered Office :
(b) Head Office :
(c) Branches :
(d) Workshop/Godown :
(e) Depot :
4. TELEPHONE NO./ FAX / E-MAIL :
5. STATUS OF THE ORGANISATION :
Proprietorship / Partnership / Ltd. Co./
Pvt. Ltd. Co.
6. NAME, FATHER'S NAME & RESIDENTIAL :
ADDRESS OF PARTNERS / DIRECTORS /
PROPRIETOR AS THE CASE MAY BE
(Use separate sheet if necessary)
7. WHETHER MANUFACTURER / :
CONTRACTOR / STOCKIST /
AGENT / DEALER
8. BANK PARTICULARS :
(a) Name of the Bank & Branch :
(b) Address of the Branch :
(c) Telephone No. of the Branch :
(c) Account Number :
(d) Type of Account :

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

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

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

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

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

(b) Value of the Orders :

(c) No. of Orders :

15. PRICE

SI No.	Item Description	Size	Quantity (Apprx.)	Price (Rs./Kg)
1	200 GSM Art Board	20" X 30" or 22" X 35"	40000 Kgs	

* Please put a tick mark whichever is applicable: VAT / CST

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

16. DELIVERY PERIOD :

17. EMD PARTICULARS:

i) DD/Pay Order No..... date.....for Rs.50,000/-

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

18. Cost of Tender Documents:

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

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

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

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

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

Signature of authorized person with seal

Date:

Place:

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