

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. 14/2014-15 Dated 26.02.2015

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.)
1	60 GSM Creamwove Paper	86 cm reel size and/or in sheet of 23" X 36"	45000 Kgs

1. Eligibility Criteria:

- a) Bidders should have average turnover of Rupees 50 Lakhs 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) Manufacturers/Authorised 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, VAT Registration, CST Registration. (Documentary proof to be submitted)

2. Scope of Work:

The Bidder should be in a position to complete supply within 7 days from the date of receiving of LOI or Purchase Order whichever is earlier. Manufacturer's Test Certificate as regards specification of the materials need to be furnished with the offer.

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 loading & unloading charges) to HPC's designated units and/or to any other place in or around Kolkata as advised by HPC. Necessary Sales tax Declaration Form will be issued by HPC incase 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 and no overdue charges will be paid.

5. **Earnest Money Deposit** of Rs. 20,000/- (Rupees Twenty Thousand only) in the form of Demand Draft/Pay Order favouring "HOOGHLY PRINTING CO. LTD." payable at Kolkata to be submitted with the Offer which will be refunded to the unsuccessful bidders. No interest is payable on the EMD.

6. **Validity of Tender:** The rates quoted by the bidder should be inclusive of loading & unloading charges, incidental expenses etc. and should remain valid till **31.05.2015**.

7. **Submission of Offers:** Sealed Offers to be submitted at 41, Chowringhee Road, Kolkata -700071. Last date for Submission of Offers is **07.03.2015 by 11.00 Hrs**. The offers would be opened on the same day by 12.00 Hrs.

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8. Tender Form: The tender form may be downloaded from the Company's website www.hooghlyprinting.com or may be collected from Officer (Purchase) at the Company's Office at 41, Chowringhee Road, Kolkata-700071 on any working day (Monday-Friday) between 11.00 Hrs and 15.00 Hrs on payment of Tender fees (non-refundable) Rs.500/- (Rupees Five Hundred only) in the form of Demand Draft/Pay Order payable at Kolkata favouring "HOOGHLY PRINTING CO. LTD.". Bidders who have downloaded such tender form shall enclose D.D./Pay Order for Rs.500/- towards tender fees along with their Bids.

9. Ordered Quantity & Size: The quantities and size mentioned above are indicative in nature and may vary on actual. The Quantities mentioned above is likely to vary by $\pm 20\%$.

10. Delivery: The aforesaid delivery schedule is tentative and may vary on actual if required.

11. Clarifications if any in this regard, please contact Manager (Prod. & Plan.) at the above address on any working day excluding Saturday between 11.00 hrs. & 15.00 hrs. Details of Tender available at www.hooghlyprinting.com.

12. 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.20000/- (Twenty 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.

13. 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 and/or Liquidated damages clause will be applicable without Prejudice to the Company's right to black list the Bidder.

14. 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/tender and/or to divide the quantity ordered between one or more bidders without assigning any reason whatsoever.

Date: 26.02.2015

For Hooghly Printing Co. Ltd.

Place: Kolkata

Sr.Manager(F&A)

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TENDER FORM

1. NIT NO. & DATE : NIT 14/2014-15 DT. 26-02-2015
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)

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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

Sl No.	Item Description	Size	Quantity (Apprx.)	Price (Rs./Kg)
1	60 GSM Creamwove Paper	86 cm reel size and/or in sheet of 23" X 36"	45000 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.20,000/-

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

18. Cost of Tender Documents:

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

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

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

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.