

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
NIT NO. 09/2015-16 dated 26.11.2015

Hooghly Printing Co. Ltd. (HPC) invites sealed Offers in two part bid system (a) Price Bid, (b) Technical Bid from intending bonafide contractors/firms for providing Digital Printing Services at the Company's premises through two nos. Contractor Owned & Operated Digital Printing Machine.

1. Eligibility Criteria:

Part - I

i) Commercial Terms

- a) Bidder should have executed similar type of jobs for cumulative Order(s) amounting to at least Rs.5 Lakhs in last 12 months.
b) Bidders should have all statutory registrations such as Trade Licence, VAT Registration, Service Tax Registration, PAN Registration (Income tax Permanent Account Number) etc.(Documentary proof to be submitted with the Technical Bid).

Part - II

- ii) **Technical Requirements:** The machine(s) to be installed must be capable of accomplishing the undermentioned activities.

Machine should capable of	Machine Specifications	Desired Parameters
1.A3 Duplex printing	Machine Condition	Brand New
	Print paper Size	13" x 19.2" and above
2.Gathering	Paper GSM	50 - 210
	Scanning resolution	300 x 300 dpi
3.Shuffling of sets	Print resolution	600 x 600 dpi
	Printing area (max.)	13" x 19"
4.Numbering	Print speed (A4)	110 sheet/ min
	Ink type	Ink Jet/Toner
5.Variable data printing (VDP)	Stock type	Coated & Uncoated
	No. of color (s)	1
6.Print on 13" x 19" paper	Folding option	Double
	Set making (Booklet)as per our requirement	Yes
	Numbering	Software required
	Software enabled	PS3 Software
	VDP	Software reqd.

2. Scope of Work:

- a) Bidder should be in a position to complete supply & installation of the machine at the Company's press at the above address or any other designated location in or around Kolkata within 20 days from the date of placement of Formal Purchase Order or LOI whichever is earlier.
b) Machine(s) installed should be ready for operation on the day commissioning at Company's designated unit(s).
c) Air-conditioned space for installation of machines will be provided by HPC.HPC shall also provide paper and electricity. The Bidder shall provide machine operators, spares, ink and other consumables etc. as required for smooth operation of the machine(s) and shall also be responsible for maintenance of the machines to be provided by the Bidder.
d) Necessary Computers, UPS, Hardware & Software and any other item, accessories that may be necessary for smooth operation of the machines to be provided by the bidder.
e) A separate undertaking confirming the mobilization time is to be given failing which the Bid will be treated as cancelled.
f) The time frame to accomplish a job will be fixed at the time of placing the order, keeping in view the urgency & requirement of works.
g) Successful bidder should be in a position to execute OMR scanning, if necessary.
h) The machines should be available in working condition at all times. The vendor should ensure suitable maintenance arrangement with the manufacturers to ensure deliveries as required.
i) The vendor has to ensure availability of manpower on demand at 2 hours notice failing which HPC reserves the right to impose suitable penalty on the contractor.

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3. **Rate:** Rates quoted should be quoted in the given format inclusive of all taxes and duties (i.e. Excise Duty, VAT/CST, Service Tax) and should be valid till 31.03.2017. Taxes or duties, if any, to be paid by HPC need to be duly indicated in the price bid otherwise no extra payment would be made for this purpose. At the time of payment of bill, the income tax, if any shall be deducted at source as per Govt. rules and guidelines as may be prevailing at the time of payment.
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 and no overdue charges will be paid and no part invoice against a job will be accepted.
5. **Earnest Money Deposit** of Rs. 50,000/- (Rupees Fifty Thousand only) in the form of Demand Draft/Pay Order favouring "HOOGLY PRINTING CO. LTD." payable at Kolkata to be submitted with the Offer which will be refunded to the unsuccessful bidders. The tenders without Earnest money Deposit will be summarily rejected.
6. **Validity:** Initially the Contract will be made for one year from the date of placement of Formal Order or LOI and with an option for further renewal for two years. Details of the Tender are available on www.hooghlyprinting.com
7. **Submission & Opening of Offers:** Demand Drafts/Pay Orders favouring "HOOGLY PRINTING CO. LTD." payable at Kolkata in respect of Earnest Money Deposit of Rs.50000/- (Rupees Fifty Thousands only) and Tender Fees of Rs.1000/- (Rupees One Thousands only) & Technical Offer along with all necessary documents are to be put in a separate sealed envelope and to be superscribed with "Techno-Commercial Bid against NIT 12/2015-16 dated 26.11.2015". Price Bid to be put into another sealed envelope and is to be superscribed with "Price Bid against NIT No. 12/2015-16 dated 26.11.2015". Both envelopes are to be placed in another sealed envelope superscribed with "Offer against NIT No.12/2015-16 dated 26.11.2015 & Due on 16.12.2015 by 16.00 hrs" and name, address, E-mail, Telephone no. of the tenderer are to be clearly mentioned on this envelope. Duly completed tender, in the way as stated above to be submitted in the Tender Box, located at the office of the company at 41, Chowringhee Road, Kolkata-700071 on any working day excluding Saturday between 10.00 hrs. & 16.00 hrs. on or before 16.12.2015 by 16.00 Hrs. Once submitted the tender cannot be withdrawn and in that case the earnest money will stand forfeited. The technical bid would be opened on the same day by 16.30 Hrs. Not more than one representative of the tenderer can be present at the time of opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and proof of identification. Opening date and time of Price Bid will be intimated to the eligible bidders separately.
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. **Confidentiality Agreement:** A Confidentiality Agreement needs to be executed between HPC (First Party) & the successful bidder (Second Party) confirming that in respect of jobs executed in and under supervision of the first party, the second party shall arrange all necessary measures to protect any suspected or improper use of fact or misappropriation of contents pertaining to any materials received from the first party. The Second party will also ensure strict confidentiality and non disclosure of any mode of information to the third party(s). Moreover, the Second party will not engage in business with any Organization having business interest with the First Party for future course of 7(Seven) years from the date of execution of this Contract which will be a violation of Contract and penalty will be imposed accordingly.
10. **Arbitration:** In case of any dispute arising out of these transactions, attempt shall be made to resolve such dispute through Arbitration. The arbitration proceedings shall take place at Kolkata and shall be conducted in English. Provisions of Arbitration & Conciliation Act 1996 and the rules frames thereunder shall be applicable to such proceedings.
11. **Legal Jurisdiction:** In case of failure of Arbitration proceedings, the matter shall be subject to the jurisdiction of the Competent Court at Kolkata.
12. **Natural calamity, strike etc :** In case of strike, combination of workmen or natural calamity of any kind, fire accidents or circumstances beyond the control of the firm causing stoppage of his/her work whereby the delivery or completion of work may be suspended resulting in undue delay without penalty, HPC shall have the power during such stoppage, to get the work done elsewhere without charging the contractor. No obligation will rest on HPC, to pay for any portion of the work undertaken before such a stoppage. The contractor shall provide every facility for removal and use of materials as may be necessary for timely completion of the work.
13. **Insolvency:**
 In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act, 1986 made against the successful bidder or in the case of a company, the passing any resolution or making any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the condition herein specified, HPC shall have the power to terminate the contract without previous notice.

14. Breach of Terms and conditions:

In case of breach of any terms and conditions mentioned above, the competent authority will have the right to cancel the work order without assigning any reason therefore and nothing will be payable by the Department in that event and security deposit shall also stand forfeited.

15. Subletting of Work:

The Bidder shall not assign or sublet the work or any part of the work to any other person or party without having first obtained permission in writing from HPC which will be at liberty for refusal or acceptance by HPC.

16. Right to call upon information regarding Status of Work:

HPC will have the rights to call upon information regarding status of work at any point of time during or after execution of the job(s).

17. Precautionary Measures:

While observing economy, the contractor shall take care to maintain quality and cleanliness of the work-place without disturbing the specified time schedule. The successful bidder must take every care to see that the work or any portion thereof does not fall into unauthorized hands. Care should be taken to execute the work under proper security conditions and no spare item of work/copies should be retained/sold or otherwise made over by the contractor or any of his staff member to any person other than the person(s) authorised by the HPC.

17. Notes:

- a) No request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill held by HPC in respect of any previous work will be entertained.
- b) Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited to HPC.
- c) Bidder can not assert any right and shall not claim any right either in the form of tenancy and/or by lease in respect of the allocated space provided by HPC for commissioning of the machine(s) and this accommodation is absolutely temporary in nature and successful bidder will be liable to quit and vacate the allocated space along with their machine concurrently with the termination and/or sooner determination thereof of the Contract at the sole discretion of HPC.
- d) No claim shall lie against the Company in respect of erosion in the value or interest on the amount Earnest Money Deposit or Security Deposit.
- e) Bidders are requested to offer considering that there will be no assured volume of job or guarantee of Order quantity will be provided by HPC.
- f) The tender is not transferable. Only one tender shall be submitted by one tenderer.
- g) No payment shall be made in advance nor shall any loan from any bank or financial institution be recommended on the basis of the order of award of work.
- h) If any reason it has been found that bidder is unable to execute jobs as prescribed in Part-II -technical requirements i.e. GSM (50-210), print size (13" X 19.2") or any other parameters as mentioned in technical requirements, additional cost in consequence to this will be borne by the bidder.
- i) The machines provided by the bidders shall be exclusively used for Job of HPC only. 2% wastage of paper shall be allowed and for excess wastage penalty will be charged.
- j) In case of non-operation of contractor's machine or for execution of Digital Printing Jobs beyond the capacity of the contractor's machine HPC reserves the right to get the jobs executed through any other party.
- k) The Purchase Orders will be issued based on theoretical calculation of the actual quantity of prints, no wastages will be allowed.
- l) Bidders should follow all the statutory norms, rules as required & comply with and agree to all the eligibility criteria and techno-commercial terms before submission of their Bids. For any further clarifications please contact Officer (Purchase) at the above address on any working day excluding Saturday between 10.00 hrs. & 16.00 hrs.)
- m) Management reserves the right to cancel the Tender or to accept or reject any or all the Offers and/or to divide the order between one or more Bidders without assigning any reason whatsoever.
- n) Management reserves all right to reject any tender including tenders submitted by those tenderer who fail to comply with the instruction(s) without assigning any reason whatsoever and does not bind itself to accept the lowest Offer or any specific tender.

Date: 26.11.2015

For Hooghly Printing Co. Ltd.

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Format of the Technical Bid

Page: 4 of 6

1. NIT NO. & DATE : NIT NO. 09/2015-16 dated 26.11.2015
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 :
 - (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 :
 - (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 :
(c) Turnover for last three year :
(Copy of audited Balance Sheet to be enclosed)
16. PROOF OF MAJOR WORK EFFECTED :
IN PREVIOUS
(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 :
18. No. of Workmen Offered :

(Separate sheets may be used for providing information, if the above space is inadequate. Extra page should have signature & seal of the tenderer.

Remarks (If any):

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.

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Format for Price Bid

Sl No.	Item Description	Basic Rate(Rs.)	VAT/CST(Rs.)	Service Tax(Rs.)	Total(Rs.)
1.	Rate for Digital Printing of A4 Single Side Single colour				
2.	Rate for Digital Printing of A4 both Side Single colour				
3.	Rate for Digital Printing of A3 Single Side Single colour				
4.	Rate for Digital Printing of A3 both Side Single colour				

Remarks: (if any)

Declaration

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.

