

**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/15-16/ET/02 Dated 19.02.16**

Hooghly Printing Company Limited (HPCL) invites Online Electronic Tenders from manufacturers/authorized dealers/distributors/traders/merchants for supply of 70 GSM Creamwove Paper. Offers to be submitted in two parts i.e. i) Technical Bid and ii) Price Bid.

**SCHEDULE OF TENDER (SOT)**

|   |  |
|---|--|
| a. NIT NO.  | HP/QT-P/15-16/31 Dt. 19.02.16  |
| b. MODE OF TENDER   | e-Procurement System<br>(Online Part I - Techno-Commercial Bid and Part II - Price Bid through www.mstcecommerce.com/eprochome/hpclkol of MSTC Ltd.)                                 |
| c. E-Tender NO  | <b>HPCLKOL/15-16/ET/02</b>   |
| d. Date of NIT available to parties to download   | 19.02.2016   |
| e. Date of Starting of online Pre-bid meeting   | N.A  |
| f. Date of Closing of online Pre-bid meeting  | N.A  |
| g .<br>i) Transaction Fee   | <b>Rs. 1145/-</b> (Including Service Tax & other charges @14% 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.  | 1(One working day) 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/                             | 22.02.2015 at 11.00 Noon.  |
| j. Date of closing of online e-tender for submission of Techno-Commercial Bid & Price Bid.  | <b>24.02.2016 at 15.00 Noon.</b>   |
| k. Date & time of opening of Part-I (i.e. Techno-Commercial Bid)<br>Part-II Price Bid: Date of opening of Part II i.e. price bid shall be informed separately | <b>24.02.2016 at 15.30 Noon.</b><br><br>To be communicated separately.   |

**List of Annexure**

Important Instructions to Bidders :- Annexure – I

Techno-Commercial Terms of the Tender :- Annexure - II

**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. | Process of E-tender :<br>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 [www.mstcecommerce.com/eprochome/hpclkol](http://www.mstcecommerce.com/eprochome/hpclkol).

1). Vendors are required to register themselves online with [www.mstcecommerce.com](http://www.mstcecommerce.com) → e-Procurement → PSU /GOVT DEPTs → HPCL → Register as Vendor Filling up details and creating own user id and password → Submit.

2). Vendors will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form.

In case of any bidding related clarification, please contact MSTC, (before the scheduled time of the e-tender).

Contact person (MSTC):

|   |   |
|---|---|
| 1. Mr. Arindam Bhattacharjee<br>Deputy Manager (E-commerce)<br>MobileNo:9330102643<br>Email-arindam@mstcindia.co.in | 2) Mr. Sabyasachi Mukherjee<br>Junior Manager (E-commerce)<br>Mobile- 7278030407<br>Email: smukherjee@mstcindia.co.in |
|---|---|

Landline-03322901004

Contact person (Hooghly Printing Co Ltd):

|   |   |
|---|---|
| 1. Mr. Sourav Sarkar<br>Officer (Purchase)<br>Mobile:9831477628 | 2) Mr. Sukrit Mukherjee<br>Manager (Production)<br>Mobile: 9830278757 |
|---|---|

Email: hooghlyprint@dataone.in

B) System Requirement:

- Windows XP-SP3 & above/Windows 7 Operating System
- IE-7 and above Internet browser.
- Signing type digital signature
- JRE 7 update 9 and above software to be downloaded and installed in the system.

To enable ALL active X controls and disable 'use pop up blocker' under Tools → Internet Options → custom level

2. (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.  
(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.  
Note: The tenderers are advised to offer their best possible rates. There would generally be no negotiations hence please submit your most competitive prices 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.

3. All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.

4. Special Note towards Transaction fee: PAYMENT OF Transaction fee BY RTGS in favour of MSTC Limited .The Bank details, format etc for sending Transaction fee by RTGS to MSTC is detailed below  
Bank Details : Axis Bank ,Shakespeare Sarani Branch, Kolkata  
Account Details : Axis Bank A/c.No.005010200057840  
IFSC Code No. : UTIB0000005.  
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 No. of the remitter by Fax or Email.  
NOTE : The bidders should submit the transaction fee well in advance before the last date of submission

|    |  |
|----|--|
|    | <p>of tender as they will be activated for bid submission only after receipt of transaction fee by MSTC.</p> <p>Contact Details :</p> <p>Fax No. : 033- 22831002</p> <p>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>.</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.</p> <p>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 vender, in term, 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 well in advance and verify completion of transaction in respect of tender fee and EMD.</p> <p>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 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).</p>  |
| 7. | <p>(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.</p> <p>(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 <a href="http://www.mstcecommerce.com/eprhome/hpclkol">www.mstcecommerce.com/eprhome/hpclkol</a> of MSTC Ltd.</p>   |
| 8  | E-tender cannot be accessed after the due date and time mentioned in NIT.  |
| 9. | <p><u>Bidding in e-tender &amp; Reverse auction:</u></p> <p>a) 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.</p> <p>b) The process involves Electronic Bidding for submission of Techno Commercial Bid as well as Price Bid.</p> <p>c) The bidder(s) who have submitted the above fees can only submit their Techno Commercial Bids and Price Bid through internet in MSTC website <a href="http://www.mstcecommerce.com">www.mstcecommerce.com</a> → e-procurement →PSU/Gsovt dept→HPCL Login →My menu→ Auction Floor Manager→ live event →Selection of the live events.</p> <p>d) 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.</p> <p>e) 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 filled up and then bidder should click on "save" to record their price bid. Then once both the Techno-Commercial bid &amp; price bid has been saved, the bidder can click on the "Final Submission" button to register their bid</p> |

|     |  |
|-----|--|
|     | <p>NOTE: - The Techno-Commercial Bid &amp; price bid cannot be revised once the submit button has been clicked by the bidder.</p> <p>f) In all cases, bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid.</p> <p>g) During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else.</p> <p>h) The e-tender floor shall remain open from the pre-announced date &amp; time and for as much duration as mentioned above.</p> <p>i) 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.</p> <p>j) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.</p> <p>k) 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.</p> <p>l) 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 &amp; conditions for the tender.</p> <p>m) 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.</p> |
| 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.  |

**Annexure – II**  
**Techno-Commercial Terms**

| Item No. | Description            | Size         | Quantity |
|----------|------------------------|--------------|----------|
| 1.       | 70 GSM Creamwove Paper | 89cm in Reel | 35 MT    |

**1. Eligibility Criteria:**

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

**2. Scope of Work:** The Bidder should be in a position to complete the supply within seven to ten days from the date of placement of formal Purchase Order or LOI whichever is earlier. Manufacturer's Test Certificate as regards specification of the materials need to be furnished with the offer.

**3. Rate:** Rates to be quoted through e-tendering mode and 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 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 which needs to be mentioned by the bidder in the remarks option.

**4. Terms of Payment:** Bidders are advised to quote their best price on the basis of 90 days credit basis. Payment will be made on successful delivery of the materials on submission of the bill along with receipted challan.

**5. Validity:** The rates should be inclusive of all taxes, loading & unloading charges, incidental expenses etc. and should remain valid till 31.03.2016.

**6. Submission of Offers:** Last date for Submission of electronic Offer is 24.02.2016 by 15.00 Hrs. The offers would be opened on the same day by 15.30 Hrs.

**7. Note:** Interested bidders must submit atleast 5 pcs. of full scape sheet of relevant sample of paper(s) 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 Officer(Purchase) 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  $\pm 30\%$ . The size of the materials mentioned above are indicative and likely to vary on actual. The successful bidder shall be required to furnish Manufacturer's Test Certificate duly authenticated by Certificate from Government Testing Laboratory alongwith each lot of materials. The Bidder must sign on each and every page of documents submitted through e-tender or by hand under his seal by authorised signatory. **Details of the Tender are available on [www.mstcecommerce.com/eprochome/hpckol](http://www.mstcecommerce.com/eprochome/hpckol) and [www.hooghlyprinting.com](http://www.hooghlyprinting.com)**

**8. Resolving of Disputes:** Any dispute arising out of these transactions shall be subject to the jurisdiction of competent Court at Kolkata.

**9. Risk Purchase:** Time is the essence of the Contract. Materials to be delivered as per stipulated schedule in delivery instructions failing which Risk Purchase Clause will be applicable without Prejudice to the Company's right to black list the Bidder.

10. Bidders should read the Eligibility criteria and technical terms carefully before submitting 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. Management reserves the right to cancel this e-tender or to extend the due date of receipt of bid(s) without assigning any reason thereof. Bidders should read & agree with the all the parameters specified in eligibility criteria, technical & commercial terms while submission of bid.

Date: 19.02.2016

For Hooghly Printing Co. Ltd.

Place: Kolkata

Sr. Manager(F&A)