

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
E-Tender No.: HPCLKOL/16-17/ET/01 dated 10.05.16

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Hooghly Printing Co. Ltd. (HPCL) invites Online Electronic Tenders 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.	01/2016-17 dt. 02.05.16
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/16-17/ET/01
d. Date of NIT available to parties to download	10.05.2016
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 which will be refunded to the unsuccessful bidders.
ii) Tender Fees	Non-Refundable tender fees of Rs.1000/- (Rupees One Thousand 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	Rs. 1145/- (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.	3 (Three) 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/	17.05.2016 at 12.00 noon.
j. Date of closing of online e-tender for submission of Techno-Commercial Bid & Price Bid.	31.05.2016 at 15.00 noon.
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	31.05.2016 at 16.00 PM. To be communicated separately.

Important Instructions to Bidders :- Annexure – I
 Eligibility Criteria & Scope of Work of the Tenderer :- Annexure -II
 Price Bid Format :- Annexure-III

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 :**

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_

1).Vendors are required to register themselves online with 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
Dy. Manager (E-commerce)
MobileNo: 9330102643

2. Mr. Sabyasachi Mukherjee
Asst. Manager (E-commerce)
Mobile: 7278030407

3. Ms. Sumana Maity
Junior Manager (E-commerce)
Mobile No: 9831155225

Email: arindam@mstcindia.co.in

Email: smukherjee@mstcindia.co.in

Email: smaity@mstcindia.co.in

Landline-03322901004

Contact Person (Hooghly Printing Co. Ltd.):

1.Mr.Sourav Sarkar
Officer (Purchase)
Mobile: 9831477628

2. Mr.Souvik Guha
Dy.Manager (Prod. & Plang.)
Mobile: 9674913979

Email: hooghlyprint@dataone.in

Phone No. (033) 2288-3312/3779 Fax No. (033) 2288-2734

B) System Requirement:

- i) Windows 98 /XP-SP3 & above/Windows 7 Operating System
- ii) IE-7 and above Internet browser.
- iii) Signing type digital signature
- iv) 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 negotiation hence most competitive prices to be quoted 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/NEFT in favour of MSTC Limited .The Bank details, format etc for sending Transaction fee by RTGS/NEFT 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 of the remitter by Fax or Email.

NOTE : The Bidders should submit the transaction fee well in advance before the last date of submission of Tender as they will be activated for bid submission only after receipt of transaction fee by MSTC.

Contact Details :

Fax No. : 033- 22831002

Email ids: sanjibpoddar@mstcindia.co.in, arindam@mstcindia.co.in, rpradhan@mstcindia.co.in, smukherjee@mstcindia.co.in.

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.

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.

5.	<p style="text-align: right;">Page 4 of 10</p> <p>In case of failure to access the payment towards cost of tender document & EMD for any reason, the vendor, in turn, 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/PO well in advance and verify completion of transaction in respect of tender fee and EMD.</p> <p>Vendors are instructed to use Upload Documents 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.</p> <p>Once documents are uploaded in the library, vendors can attach documents through Attach Document 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 www.mstcecommerce.com/eprochome/hpclkol of MSTC Ltd.</p>
8	<p>E-tender cannot be accessed after the due date and time mentioned in NIT.</p>
9.	<p><u>Bidding in e-tender & 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 www.mstcecommerce.com → 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</p> <p>e) Techno-Commercial bid. If this application is not run then the bidder will not be able to save/submit his bid.</p>

- f) 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 & price bid has been saved, the Bidder can click on the "Final Submission" button to register their bid

NOTE: - The Techno-Commercial Bid & Price Bid cannot be revised once the submit button has been clicked by the Bidder.

- g) In all cases, Bidder 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 bidders 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 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.
- 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 bidder confirms his acceptance of terms & conditions for the tender.
- n) 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.

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 www.mstcecommerce.com/eprochome/hpclkol 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.

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E-Tender No.: HPCLKOL/16-17/ET/01 dated 10.05.2016**Annexure -II**

Online Electronic offers are invited from intending bonafide Contractors/Suppliers/Firms for printing & binding Job work through Contractor Owned & Operated Machine(s) at our Unit M.G.Road, P.O.-Joka, Kolkata-700104 :-

1. Scope of Work:

- a) Supply and installation of 3 Nos. web-offset machine having 2 nos. of 546 mm and one no. of 508 mm. cut off machines and print with men as required on hire charges at the premises of the company.
- b) Supply, installation of machines and Bind books from folded formes and or sheets on per format basis – side stiched/centre stiched/perfect binding of books at company's premises.
- c) All installation should be completed by 60 days from the date of placement of LOI or Formal Purchase Order, or whichever is earlier and machines should be ready for operation. A separate undertaking confirming the mobilization time is to be given failing which the tender will be cancelled. The Company will provide space, electricity, water and all other press consumables such as ink, wash, fountains etc. Blankets & Spares etc. are to be supplied by the tenderer. Operational maintenance including insurance of all machineries and equipments are the sole responsibility of the tenderer.
- d) In case of used machines the bidder shall provide a copy of tax invoice indicating make, model, serial no., date of manufacture, capacity. Machines which are more than two years old from the date of manufactured shall not be considered. One vendor can only provide two machines
- e) The tenderer can offer brand new machine or used machine. In case of brand new machine in the possession of the bidder copy of the relevant tax invoice to be provided. In the alternate copy of the confirmed Order placed on the manufacturer or their agent/dealer to be submitted.
- f) Vendor should ensure coverage of all types of risk associated with installation and operation of such machine and the manpower provided for installation and operations of machines in the premises of the company. The company is not responsible in anyway whatsoever with respect to all risk and cost during the course of installation and operations within the premises of the company.

2. Eligibility Criteria:

- a) The tenderer should have three years experience of supply, arrangement or into the business activities of Printing and Binding of text books. (Documentary proof to be submitted)
- b) The tenderer should have an average minimum turnover of Rs. 50 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 submitted)
- c) The tenderer should have Trade License, VAT, CST, PAN, PF & ESI Registration certificate. (Documentary proof to be submitted)
- d) The tenderer should clearly state the capacity, experience, list of machineries & equipment (if already into the business). The tenderer should be able to produce 3,00,000 impressions per 16 hrs. in 4 colour and or 2 colour whichever necessary and to be mentioned by the tenderer. Rated capacity of the machine should not be below 30000 Impressions per hour. (Documentary proof to be submitted)
- e) One tenderer can quote for supplying and printing for both machines required (546 mm. & 508mm) or can quote for any one. Tenderer willing to supply Binding equipment along with Printing equipment can only apply, subject to submission of the EMD. Bids for only printing or only binding shall not be accepted.
- f) Tenderer should clearly state the age of the equipment along with name of manufacturer, serial no. and date of purchase along with original tax invoice and capacities of the equipment. However, machines should not be more than 2 years old and should be capable of producing required quality maintaining wastage of 3 to 4%. Machines offered are subject to inspection by the technical team of the company. (Documentary proof to be submitted)

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3. Terms & Conditions of Job Work:

a) The Permissible wastage is against a run size of 15000 impressions and above.

All bidders have to submit consumption statements on completion of job.

Bidders will be allocated jobs on the basis of their equipments, manpower, working & storage space.

Cover and broken formats will be treated as one form while Binding.

Bidders 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 bound books per day.

Power, raw materials like paper and consumables such as Ink, Fountains, Wash-up solutions will be supplied by the company. Blankets, Spares etc. for smooth operation of machine will be supplied by the vendor.

4. **Rate:** Rates quoted should be exclusive of all taxes and duties and should remain valid till 31.05.2017. Taxes if any to be stated separately.

5. **Validity of Contract:** The Contract shall remain valid till 31.05.2017 with an option for further renewal at the sole discretion of the company..

6. **Tender Form:** Cost of tender documents i.e. Rs.1000/- (Rupees One thousand only) is to be paid by way of a separate Demand Draft drawn in favour of "Hooghly Printing Co. Ltd.", payable at Kolkata, along with a forwarding letter. The tender form will be available from the above address on any working day excluding Saturday between 11.00 Hrs. and 15.00 Hrs. In the alternative Bidders may download the tender form from the company's website www.hooghlyprinting.com & also from <http://mstcecommerce.com/eprochome/hpclkol>

7. **Payment Terms:** 120 days credit. Credit period to commence from the date of submission of invoice along with receipted challan.

8. **Submission of Offers:** Bidders are required to submit their Bids through online mode only at <http://mstcecommerce.com/eprochome/hpclkol>. Last date for Submission of Offers is 31.05.2016 by 15.00 Hrs. The offers would be opened on 31.05.2016 by 16.00 Hrs.

9. **Earnest Money Deposit:** Earnest Money amounting to Rs.50000/- for item 1 and as Rs.50000/- for item 2 (refundable or may be used as performance guarantee for successful tenders) in D/D, Pay Order drawn in favour of "Hooghly Printing Co. Ltd." payable at Kolkata should be submitted along with the tender.

10. The Contract price for rate contract shall be finalized as usual complying all the relevant provisions. However for rate contract, the negotiated rate as finalized can be offered to all the other bidders besides L-1 Vendor provided they are technically and commercially acceptable notwithstanding the ability of L-1 party. This is in contrast to all other cases where the ability of L-1 vendor is assessed before the ordered quantity is split among all the eligible bidders at the negotiated L-1 rate.

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

The Printers/Binders shall maintain strict confidentiality of the jobs awarded to them and the production shall be closely monitored by the company's technical experts. A confidentiality agreement will have to be signed by all the vendors. Bidders should read the eligibility criteria and technical terms carefully before submitting Price bid. The Management 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 bidders without assigning any reason whatsoever.

Date: 10.05.2016

For Hooghly Printing Co. Ltd.

Place: Kolkata

Sr.Manager(F&A)

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Annexure-IV

Technical Bid

1. Name of the Tenderer
2. Address
3. Phone no
4. Fax No.
5. E-mail address
6. Nature of the Company:
(Partnership, Proprietorship, Company etc.)
7. Name, Father's name, Address of Proprietor/Partner/Directors (use separate sheet if necessary)
8. PAN No.
9. VAT Regn. No.
10. CST Regn. No.
11. Trade Licence No.
12. EPFO Regn. No.
13. ESIC Regn. No.

Date:

Signature with Seal

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Tender Document

Technical Bid

14. Credentials

A)Details of Machinery/Equipments

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

Date:

Signature with Seal

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Financial Bid (Price bid should be submitted online only)

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