

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/17-18/ET-05 Dated 10.06.2017

Hooghly Printing Co. Ltd.(HPCL) invites online electronic Offers for road transportation of printed materials from Kolkata to Head Quarters of the districts & all Madrassahs situated in various districts within West Bengal and Kolkata to Agartala, Tripura by full truck load on door delivery basis as detailed in the annexure. Offers should be submitted in two parts i.e. i) Technical Bid and ii) Price Bid.

SCHEDULE OF TENDER (SOT)

a. NIT NO.	HPCLKOL/17-18/ET-05 Dated 10.06.2017
b. MODE OF TENDER	e-Procurement System (Online Part I - Techno-Commercial Bid and Part II - Price Bid through www.mstcecommerce.com/eprochome/hpckol of MSTC Ltd.
c. E-Tender NO	HPCLKOL/17-18/ET-05
d. Date of NIT available to parties to download	19.06.2017
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.20000/-(Rupees Twenty Thousands Only) in the form of demand draft/pay order favouring "HOOGHLY PRINTING CO. LTD." payable at Kolkata to be submitted with the offer.
ii) Tender Fees	Non-Refundable tender fees of Rs.500/-(Rupees Five Hundred 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	Non-Refundable Transaction Fee of Rs. 1150/- (Including Service Tax & other charges @15% on Service Charge) at Link under "My Menu" in the tenderer login by online payment or NEFT (refer clause. No. 4 of Annexure -I)
h. Last date of submission of Transaction fee by online payment or NEFT in favour of MSTC Limited, Kolkata.	2(Two) working days before the last date of closing of E-tender.
i. Date of Starting of e-Tender for submission of online Techno-Commercial Bid and price Bid at www.mstcecommerce.com/eprochome/	01.07.2017 at 12.00 Hours.
j. Date of closing of online e-tender for submission of Techno-Commercial Bid & Price Bid.	11.07.2017 at 16.00 Hours.
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	11.07.2017 at 16.30 Hours. To be communicated separately.

List of Annexure

Important Instructions to Tenderers	:- Annexure – I (From Page 2 to 4)
Eligibility Criteria & Scope of Work of the Tenderer	:- Annexure -II (From Page 5 to 6)
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Annexure-I**Important instructions to tenderers**

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-700020.

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.	<p>Process of E-tender :</p> <p>A) Registration: The process involves tenderer's registration with MSTC e-procurement portal which is free of cost. Only after registration, the tenderer(s) can submit his/their bids electronically. Electronic Bidding for submission of Technical Bid as well as Commercial Bid will be done over the internet. The Tenderer should possess Class III signing type digital certificate. Tenderers are to make their own arrangement for bidding from a P.C. connected with Internet. MSTC is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).</p> <p>SPECIAL NOTE: THE TECHNICAL BID AND THE COMMERCIAL BID HAS TO BE SUBMITTED ON-LINE AT www.mstcecommerce.com/eprochome/hpclkol</p> <p>1) Tenderers are required to register themselves online with www.mstcecommerce.com → e-Procurement → PSU/Govtdepts. → Select HPCL Logo → Register as Tenderer -- Filling up details and creating own user id and password → Submit.</p> <p>2) Tenderers will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form.</p> <p>In case of any clarification, please contact HPCL/MSTC, (before the scheduled time of the e- tender)</p> <p style="text-align: center;">Contact Person (MSTC):</p> <p>1) Mr. Arindam Bhattacharjee Dy. Manager (E-commerce) Mobile No: +91-9330102643 Email-arindam@mstcindia.co.in</p> <p style="text-align: right;">2) Mr. Sabyasachi Mukherjee Junior Manager (E-commerce) Mobile No.: +91- 7278030407 Email: smukherjee@mstcindia.co.in</p> <p>3) Ms. Sumana Maity Junior Manager (e-Commerce) Mobile No.:+91-9831155225 Email: smaity@mstcindia.co.in Phone No.: +91-33-22901004</p> <p style="text-align: center;">Google hangout ID- (For Text Chat)- mstceproc@gmail.com</p> <p style="text-align: center;">Contact Person (Hooghly Printing Co. Ltd.):</p> <p>1) Dy.Manager (Purchase) Mr. Anish Chakraborty Mobile No.:+91-9830877576</p> <p style="text-align: right;">2) Dy. Manager (Prod. & Plng.) Mr. Souvik Guha Mobile No.:+91-9674913979</p> <p>3) Officer (Purchase) Mr. Sourav Sarkar Mobile No.:+91-9831477628 Email: hooghlyprint@dataone.in Phone No. +91-33-2288-3312/3779 Fax No.: +91-33-2288-2734</p>
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B) System Requirement:

- i) Windows 7 or above Operating System
- ii) IE-7 and above Internet browser.
- iii) Signing type digital signature
- iv) Latest updated JRE 8 (x86 Offline) software to be downloaded and installed in the system.

To disable “Protected Mode” for DSC to appear in The signer box following settings may be applied.

- Tools => Internet Options =>Security => Disable protected Mode If enabled- i.e, Remove the tick from the tick box mentioning “Enable Protected Mode”.

- Other Settings:

Tools => Internet Options => General => Click On Settings under “browsing history/ Delete Browsing History” => Temporary Internet Files => Activate “Every time I Visit the Webpage”.

To enable ALL active X controls and disable ‘use pop up blocker’ under Tools→Internet Options→ custom level (Please run IE settings from the page www.mstcecommerce.com once)

2.	The Techno-commercial Bid and the Price Bid shall have to be submitted online at www.mstcecommerce.com/eprichome/hpckol Tenders will be opened electronically on specified date and time as given in the Tender.
3.	All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.
4.	<p>Special Note towards Transaction fee:</p> <p>The tenderers shall pay the transaction fee using “Transaction Fee Payment” Link under “My Menu” in the tenderer login. The tenderers have to select the particular tender from the event dropdown box. The tenderer shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, the tenderer shall generate a challan by filling up a form. The tenderer shall remit the transaction fee amount as per the details printed on the challan without making change in the same. On selecting Online Payment, the tenderer shall have the provision of making payment using its Credit/ Debit Card/ Net Banking. Once the payment gets credited to MSTC’s designated bank account, the transaction fee shall be auto authorized and the tenderer shall be receiving a system generated mail.</p> <p><u>Transaction fee is non-refundable.</u></p> <p>A tenderer will not have the access to online e-tender without making the payment towards transaction fee.</p> <p>NOTE</p> <p>Tenderers are advised to remit the transaction fee well in advance before the closing time of the event so as to give themselves sufficient time to submit the bid.</p>
5.	Information about tenders /corrigendum uploaded shall be sent by email only during the process till finalization of tender. Hence the tenderers are required to ensure that their corporate email I.D. provided is valid and updated at the time of registration of tenderer with MSTC. Tenderers are also requested to ensure validity of their DSC (Digital Signature Certificate).
6.	E-tender cannot be accessed after the due date and time mentioned in NIT.
7.	<p>Bidding in e-tender :</p> <ol style="list-style-type: none"> a) Tenderer(s) need to submit necessary EMD, Tender fees and Transaction fees (If ANY) 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 tenderer(s) will be refunded by the tender inviting authority. b) The process involves Electronic Bidding for submission of Technical and Commercial Bid. c) The tenderer(s) who have submitted transaction fee can only submit their Technical Bid and Commercial Bid through internet in MSTC website www.mstcecommerce.com → e-procurement → PSU/Govtdepts. → Login under HPCL → My menu → Auction Floor Manager → live event → Selection of the live event d) The tenderer should allow running JAVA application. This exercise has to be done immediately after opening of Bid floor. Then they have to fill up Common terms/Commercial specification and save the same. After that click on the Technical bid. If this application is not run then the tenderer will not be able to save/submit his Technical bid.

- e) After filling the Technical Bid, tenderer should click 'save' for recording their Technical bid. Once the same is done, the Commercial Bid link becomes active and the same has to be filled up and then tenderer should click on "save" to record their Commercial bid. Then once both the Technical bid & Commercial bid has been saved, the tenderer can click on the "Final submission" button to register their bid
- f) Tenderers are instructed to use *Attach Doc button* to upload documents. Multiple documents can be uploaded.
- g) In all cases, tenderer 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 tenderers 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 tenderer. Any bid will be considered as the valid bid offered by that tenderer and acceptance of the same by the Buyer will form a binding contract between Buyer and the Tenderer for execution of supply.
- 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 tenderer confirms his acceptance of terms & conditions for the tender.

8	Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
9.	No deviation to the technical and commercial terms & conditions are allowed.
10.	The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
11.	Tenderers are requested to read the tenderer guide and see the video in the page www.mstcecommerce.com/eprochome to familiarize them with the system before bidding.

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1. Eligibility Criteria:

- a) Bidders should have average annual turnover of Rupees Five lakhs in the last three years. Audited accounts for the last three years have to be uploaded with the techno-commercial Bids.
- b) Bidders should have Trade License, GST Registration (if applicable), Service Tax Registration, PAN Registration (Income Tax Permanent Account Number) etc. (Documentary proof to be uploaded with the Technical Bid).
- c) Bidders should have Office within Kolkata/Howrah/South 24 Paraganas/North 24 Paraganas Area. (Documentary Proof to be uploaded with the technical bid)
- d) Bidders having worked with any Government Department/Statutory Body/Public Sector Undertaking/reputed company in the private sector in the last five years will be given preference.(Documentary Proof to be submitted)

2. Scope of Service: Materials related to Printing & allied Industry to be transported from kolkata to Head Quarters of the districts & all Madrassahs situated in various districts within West Bengal and Kolkata to Agartala, Tripura by 1 MT and/or 3-5 MT and/or 9-10 MT and/or 15-16MT and/or 20-22 MT goods carriages during the period July, 2017 to August 2018.

a) Placement of Vehicle: - Transporters should always remain available round the clock over Telephone / Fax/E-mail for communication. Transporters are required to place vehicles within 24 hours of receipt of intimation received from consignor over Telephone / Fax/E-mail.

3. Insurance: Insurance shall be arranged by the company under its Open Marine Policy. Necessary Consignment Notes to be issued by the transporter. Non-submission of the same may leads rejection of relevant tax invoice(s).

4. Estimated value of Work: Estimated Annual Value of the Work is Rs. 20 Lakhs (apprx.) annually.

5. Validity of Contract: The Contract shall be valid till 31st August, 2018. However, the same may be extended for a further period of six month by mutual consent.

6. Rate: Rates should as per the format in the attached annexure and should include loading & unloading charges at the originating point and at the various destination points on door delivery basis. **Such rates should be inclusive of loading & unloading charges, Toll Charges, Parking Charges, Entry tax levied by Municipalities and/or Local Authorities, incidental expenses etc. and shall remain valid till 31.08.2018.**

7. Taxes & Duties: Service Tax or GST as applicable shall be paid by the consignor.

8. 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 will be paid on EMD.

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8. Payment Terms: Payment shall be made on 120(One Twenty) days credit basis. Credit period to be commenced from the date of submission of invoice along with challan duly received by the consignee and no overdue charges will be paid.

9. Submission of Offers: Bids shall be submitted through electronic online mode only at <http://mstcecommerce.com/eprochome/hpclkol>. Last date for Submission of Offers is 11.07.2017 by 16.00 Hrs. The offers would be opened on the same day by 16.30 Hrs.

10. Time is the essence of the Contract. Bidders are required to provide requisite vehicle as per 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.

11. Resolving of Disputes: Any dispute arising out of these transactions shall be subject to the jurisdiction of competent Court at Kolkata. The management reserves the right to cancel the tender or to accept or reject any or all the offers and/or to divide the job between one or more bidders without assigning any reason whatsoever.

12. Note:

- a) No Extra charges for lifting of materials from Ghatakpur/ Dhapa/ Dhulagorh/ Thakurpur/ Ganganagar shall be considered.
 - b) Detention Charges if any to be stated separately for each category of vehicles in Annexure III.
 - c) Bidders are advised to acquaint themselves with the local conditions especially loading & unloading charges before submission of bids. **Extra charges for loading & unloading shall not be paid by HPCL under any circumstances.** There shall be multiple unloading at various points i.e. maximum of 5 no. of destination within the same district in a single trip. A separate declaration shall be uploaded by the transporter(s) with techno commercial bid for delivery of consignment of more than 5 (five) no. of destination points within the same districts.
 - d) No consignment other than that of HPCL to be loaded in the same truck. If loaded, HPCL shall have the right to call for explanation from the transporter. Damage of HPCL in terms of material or otherwise, if any, caused due to loading of consignment other than HPCL would be borne by the transporter.
 - e) Transporter should comply with the Carriage by Road Act, 2007. All vehicles deployed by the transporters should be registered with State Transport Authority or Regional Transport Authority constituted under section 68 of Motor Vehicles Act, 1988.
 - f) For calculating detention charge the date of material reaching the destination and date of unloading will not be considered. It would be mandatory for all bidders to match the negotiated (a) L-1 Detention charge.
 - g) Consignment of HPCL loaded by the transporter should be sent for onward journey on immediate basis without any delay or hold, failing which transporter should inform HPCL the same with prior intimation for such delay or hold.
 - h) Receipted challan(s) of the consignment must be submitted at HPCL within 7 days from the date of receipt at customers' end positively.
 - i) 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.
- Clarifications if any, in this regard may please be obtained from this office before submission of the offers.

Date: 10.06.2017
Place: Kolkata

For Hooghly Printing Co. Ltd.

Manager (F & A)

Annexure-III

HOOGHLY PRINTING CO. LTD.
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Financial Bid

Zone	Rate(Rs./Kg) for 1 MT		Rate(Rs./Kg) for 3-5 MT		Rate(Rs./Kg) for 9-10 MT		Rate(Rs./Kg) for 15-16 MT		Rate(Rs./Kg) for 20-22 MT	
Bankura	LOT 1		LOT 22		LOT 43		LOT 64		XX	XX
Bardhaman	LOT 2		LOT 23		LOT 44		LOT 65		XX	XX
Birbhum	LOT 3		LOT 24		LOT 45		LOT 66		XX	XX
Howrah	LOT 4		LOT 25		LOT 46		LOT 67		XX	XX
Hooghly	LOT 5		LOT 26		LOT 47		LOT 68		XX	XX
Nadia	LOT 6		LOT 27		LOT 48		LOT 69		XX	XX
Murshidabad	LOT 7		LOT 28		LOT 49		LOT 70		XX	XX
24 Paraganas (North)	LOT 8		LOT 29		LOT 50		LOT 71		XX	XX
24 Paraganas (South) – Sarisha	LOT 9		LOT 30		LOT 51		LOT 72		XX	XX
PurbaMidnapur	LOT 10		LOT 31		LOT 52		LOT 73		XX	XX
Paschim Midnapur	LOT 11		LOT 32		LOT 53		LOT 74		XX	XX
Purulia	LOT 12		LOT 33		LOT 54		LOT 75		XX	XX
Kolkata	LOT 13		LOT 34		LOT 55		LOT 76		XX	XX
Malda	LOT 14		LOT 35		LOT 56		LOT 77		XX	XX
Uttar Dinajpur	LOT 15		LOT 36		LOT 57		LOT 78		XX	XX
Dakshin Dinajpur	LOT 16		LOT 37		LOT 58		LOT 79		XX	XX
Darjeeling	LOT 17		LOT 38		LOT 59		LOT 80		XX	XX
Darjeeling - Siliguri	LOT 18		LOT 39		LOT 60		LOT 81		XX	XX
Coochbehar	LOT 19		LOT 40		LOT 61		LOT 82		XX	XX
Jalpaiguri - Alipurduar	LOT 20		LOT 41		LOT 62		LOT 83		XX	XX
Tripura - Agartala	LOT 21		LOT 42		LOT 63		LOT 84		LOT 85	
	Rate for 1 MT Vehicle (Rs./Vehicle)		Rate for 3 - 5 MT Vehicle (Rs./Vehicle)		Rate for 9 - 10 MT Vehicle (Rs./Vehicle)		Rate for 15 - 16 MT Vehicle (Rs./Vehicle)		Rate for 20 - 22 MT Vehicle (Rs./Vehicle)	
Detention Charges	LOT 86		LOT 87		LOT 88		LOT 89		LOT 90	

Note: The Tenderer shall not upload this page with the techno-commercial bid.

Annexure-IV

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TENDER FORM

1. E-TENDER NO. & DATE : **HPCLKOL/17-18/ET-05 Dated 10.06.2017**
2. NAME OF THE TENDERER IN FULL :
3. ADDRESS OF THE TENDERER
 - (a) Registered Office :
 - (b) Head Office :
 - (c) Branches :
 - (d) Nature of Business :
- (e) Workshop/Godown :
- (f) Depot :
4. TELEPHONE NO./ FAX / E-MAIL :
5. STATUS OF THE ORGANISATION :
Proprietorship / Partnership / Ltd. Co./
Pvt. Ltd. Co.
 - a. NAME, FATHER'S NAME & RESIDENTIAL :

ADDRESS OF PARTNERS / DIRECTORS /
PROPRIETOR AS THE CASE MAY BE :
(Use separate sheet if necessary)
 - b. WHETHER MSME or Not:
6. BANK PARTICULARS
 - (a) Name of the Bank & Branch :
 - (b) Address of the Branch :
 - (c) Telephone No. of the Branch :

Date:

Signature with Seal

Note: The Tenderer shall sign on this page under his seal by authorised signatory and upload the same with the techno-commercial bid at <http://mstcecommerce.com/eprochome/hpclkol>.

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- (c) Account Number :
- (d) Type of Account :
- (e) IFSC 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.)
7. TRADE LICENCE NO. :
(Documentary proof to be uploaded with techno-commercial bid)
8. SALES TAX / VAT REGISTRATION/GST REGISTRATION NO. :
(Documentary proof to be uploaded with techno-commercial bid)
- (a) Central :
- (b) State :
- (c) Service Tax Registration no. :
- (d) GST Registration no.
9. I. T. PERMANENT ACCOUNT NO.(PAN) :
(Documentary proof to be uploaded with techno-commercial bid)
10. WHETHER THE APPLICANT IS ENLISTED WITH ANY PUBLIC-SECTOR UNDERTAKING. IF SO, THE DETAILS ARE TO BE FURNISHED :
(Documentary proof to be uploaded with techno-commercial bid)

Date:

Signature with Seal

Note: The Tenderer shall sign on this page under his seal by authorised signatory and upload the same with the techno-commercial bid at <http://www.mstcecommerce.com/eprochome/hpclkol>.

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11. FINANCIAL CAPACITY :
- (a) Fixed Capital :
- (b) Working Capital :
- (c) Turnover for last three year :
(Documentary proof to be uploaded with techno-commercial bid)

12. PROOF OF MAJOR ORDERS EFFECTED IN PREVIOUS YEARS :
(Documentary proof to be uploaded with techno-commercial bid)

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

(b) Value of the Orders :

(b) No. of Orders

13. Whether the applicant is being black listed by :
Any Central or State Government/Departments/
Institutions/Public Sector Undertakings/Enterprise
If so, the details are to be furnished
(Documentary proof to be uploaded with techno-commercial bid)

14. DD/Pay orders Submitted:

Sl.No.	DD/Pay order no.	Date	Bank	Amount(Rs.)	Particulars
1				20000/-	EMD
2				500/-	Cost of Tender Document

(Documentary proof to be uploaded with techno-commercial bid)

Remarks:

Date:

Signature with Seal

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Declaration

I/We hereby certify that the above particulars furnished against the aforesaid tender 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 this page under his seal by authorised signatory and upload the same with the techno-commercial bid at <http://www.mstcecommerce.com/eprochome/hpclkol>.