

**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-06 Dated 10.06.2017**

Hooghly Printing Co. Ltd. (HPCL) invites online electronic offers from manufacturers/authorized dealers/distributors/ C & F Agents for supply of Printing Ink, Chemicals, adhesives, Plate, Blankets and Anti set off spray powder on Annual Rate Contract basis. 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-06 Dated 10.06.2017
b. MODE OF TENDER	e-Procurement System (Online Part I - Techno-Commercial Bid and Part II - Price Bid through <a href="http://www.mstcecommerce.com/eprochome/hpckol">www.mstcecommerce.com/eprochome/hpckol</a> of MSTC Ltd.
C. E-Tender No.	HPCLKOL/17-18/ET-06
d. Date of NIT available to parties to download	28.06.2017
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 vendor 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 on line Techno-Commercial Bid and price Bid at <a href="http://www.mstcecommerce.com/eprochome/">www.mstcecommerce.com/eprochome/</a>	07.07.2017 at 11.00 Hours.
j. Date of closing of online e-tender for submission of Techno-Commercial Bid & Price Bid.	18.07.2017 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	18.07.2017 at 16.30 Hours. To be communicated separately.

**List of Annexure**

Important Instructions to Bidders	:- Annexure – I
Eligibility Criteria & Scope of Work of the Tenderer	:- Annexure -II
Financial 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-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 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 Technical Bid as well as Commercial Bid will be done over the internet. 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 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 <a href="http://www.mstcecommerce.com/eprochome/hpclkol">www.mstcecommerce.com/eprochome/hpclkol</a></p> <p>1). Vendors are required to register themselves online with <a href="http://www.mstcecommerce.com">www.mstcecommerce.com</a> → e-Procurement → PSU/Govtdepts → Select HPCL Logo → Register as Vendor -- Filling up details and creating own user id and password → Submit.</p> <p>2). Vendors 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;"><b>Contact Person (MSTC):</b></p> <p><b>1) Mr. Arindam Bhattacharjee</b>  <b>Dy. Manager (E-commerce)</b>  <b>Mobile No.:+91-9330102643</b>  <b>Email: <a href="mailto:arindam@mstcindia.co.in">arindam@mstcindia.co.in</a></b></p> <p><b>2) Mr. Sabyasachi Mukherjee</b>  <b>Junior Manager (E-commerce)</b>  <b>Mobile No.: +91- 7278030407</b>  <b>Email: <a href="mailto:smukherjee@mstcindia.co.in">smukherjee@mstcindia.co.in</a></b></p> <p><b>3) Ms. Sumana Maity</b>  <b>Junior Manager (e-Commerce)</b>  <b>Mobile No.:+91-9831155225</b>  <b>Email: <a href="mailto:smaity@mstcindia.co.in">smaity@mstcindia.co.in</a></b>  <b>Phone No.: +91-33-22901004</b></p> <p style="text-align: center;">Google hangout ID- (For Text Chat)- <a href="mailto:mstceproc@gmail.com">mstceproc@gmail.com</a></p> <p style="text-align: center;"><b>Contact Person (Hooghly Printing Co. Ltd.):</b></p> <p><b>1) Mr. Anish Chakraborty</b>  <b>Dy. Manager (Purchase)</b>  <b>Mobile No.:+91-9830877576</b></p> <p><b>2) Mr. Souvik Guha</b>  <b>Dy. Manager (Prod. &amp; Planing)</b>  <b>Mobile No.:+91-9674913979</b></p> <p><b>3) Mr. Sourav Sarkar</b>  <b>Officer (Purchase)</b>  <b>Mobile No.:+91-9831477628</b></p> <p><b>Email: <a href="mailto:hooghlyprint@dataone.in">hooghlyprint@dataone.in</a></b>  <b>Phone No.: +91-33-2288-3312/3779 Fax No. +91-33-2288-2734</b></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](http://www.mstcecommerce.com) once)

2.	The Techno-commercial Bid and the Price Bid shall have to be submitted online at <a href="http://www.mstcecommerce.com/eprchome/hpclko">www.mstcecommerce.com/eprchome/hpclko</a> 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><b>Special Note towards Transaction fee:</b></p> <p>The vendors shall pay the transaction fee using "Transaction Fee Payment" Link under "My Menu" in the vendor login. The vendors have to select the particular tender from the event dropdown box. The vendor shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, the vendor shall generate a challan by filling up a form. The vendor 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 vendor 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 vendor shall be receiving a system generated mail.</p> <p><b>Transaction fee is non-refundable.</b></p> <p>A vendor will not have the access to online e-tender without making the payment towards transaction fee.</p> <p><b>NOTE</b></p> <p>Bidders 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 vendors are required to ensure that their corporate email I.D. provided is valid and updated at the time of registration of vendor with MSTC. Vendors 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"> <li>a) Vendor(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 vendor(s) will be refunded by the tender inviting authority.</li> <li>b) The process involves Electronic Bidding for submission of Technical and Commercial Bid.</li> <li>c) The vendor(s) who have submitted transaction fee can only submit their Technical Bid and Commercial Bid through internet in MSTC website <a href="http://www.mstcecommerce.com">www.mstcecommerce.com</a> → e-procurement → PSU/Govtdept. → Login under HPCL → My menu → Auction Floor Manager → live event → Selection of the live event</li> <li>d) The vendor 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 vendor will not be able to save/submit his Technical bid.</li> </ol>

- e) After filling the Technical Bid, vendor 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 vendor should click on "save" to record their Commercial bid. Then once both the Technical bid & Commercial bid has been saved, the vendor can click on the "Final submission" button to register their bid
- f) Vendors are instructed to use *Attach Doc button* to upload documents. Multiple documents can be uploaded.
- g) In all cases, vendor 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 vendors 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 vendor. Any bid will be considered as the valid bid offered by that vendor and acceptance of the same by the Buyer will form a binding contract between Buyer and the Vendor 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 vendor 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.	Vendors are requested to read the vendor guide and see the video in the page <a href="http://www.mstcecommerce.com/eprochome">www.mstcecommerce.com/eprochome</a> to familiarize them with the system before bidding.

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**E-Tender No. HPCLKOL/17-18/ET-06 Dated 10.06.2017**

Hooghly Printing Co. Ltd. (HPCL) invites online electronic offers from Manufacturers/Authorized Dealers/Distributors/ C & F Agents for supply of Printing Ink, Chemicals, Adhesives, Plate, Blankets etc. on Annual Rate Contract basis. Offers should be submitted in two parts i.e. i) Technical Bid and ii) Price Bid.

### 1. Eligibility Criteria

- a) Bidders should have an average turnover of 5 (Five) Lakhs in the last three years. Last three years Audited Accounts has to be submitted with the technical bid. (Documentary proof to be uploaded)
- b) Bidders should have Depot/Warehouses and office within the municipal limits of the city of South 24 Paraganas/Kolkata/North 24 Paraganas /Howrah/Hooghly. (Documentary Proof to be uploaded)
- d) Dealers/Stockists/C & F Agents/Distributors must submit the valid Authorization Certificate from the manufacturer. (Documentary proof to be uploaded)
- e) Bidders should have all statutory registrations such as Trade Licence, W.B. VAT Registration, CST Registration and GST Registration. (Documentary proof to be uploaded)

### 2. Scope of Work:

The rates to be furnished for supply of the undermentioned items which are to be supplied as advised by HPCL.

- a) Materials to be supplied to our establishments at the above-mentioned address and at M.G.Road, Thakurpukur, P.O.- Joka, Kolkata-700104 and/or any other places in and around Kolkata as may be advised by HPCL through Telephone / Fax/ Email/Letter.
- b) Stock to be replenished on every 15(Fifteen) days basis for 2 weeks consumption. Delay will result in placement of Order on alternate source for supply of the materials.
- c) All the materials to be supplied as per required pack size given below.

Item & Lot No.	Item Description	Specifications	UOM	Pack Size	Annual Requirement (Approx.)
1	Web Offset Printing Ink	Yellow	Kg	20/25	10000 (kg)*
2		Magenta	Kg	20/25	
3		Cyan	Kg	20/25	
4		Black	Kg	20/25	
5	Sheet fed Offset Printing Ink	Yellow	Kg	2	1000 (Kg)*
6		Magenta	Kg	2	
7		Cyan	Kg	2	
8		Black	Kg	2	
9	Chemicals	Fountain solution for Web fed machine	Litre	20/25	As per our requirement
10		Fountain solution for Sheet fed machine	Litre	5	
11		Roller Wash for Web fed machine	Litre	5	
12		Roller Wash for Sheet fed machine	Litre	5	
13		Blanket Wash for Web fed machine	Litre	5	
		Blanket Wash for Sheet fed machine			
14		Plate Cleaner	Litre	5	
15		Gumming up solution	Litre	5	

Item& LotNo.	Item Description	Specifications	UOM	Pack Size	Annual Requirement (Apprx.)
16	Non-Pigmented Hotmelt Adhesive	Low Temperature for Spine & Side both. Operating Temperature: 120°C to 140°C Solid:100%	Kg	20-30 Kg	25000 Kg
17	Pigmented Hotmelt Adhesive	Spine Glue. Operating Temperature:160°C to 180°C Solid:100%	Kg	20-30 Kg	16000 Kg
18	Non-Pigmented Hotmelt Adhesive	Side Glue. Operating Temperature:160°C to 180°C Solid:100%	Kg	20-30 Kg	9000 Kg
19	Plate	Unprocessed Plate	Sq. Mtr.	As required	As required
20	Blanket	Rubber Blanket Size 34" Long X 38" Width X 4 Ply	Pc.	As required	As required
21		Rubber Blanket Size 24.25" Long X 30.39" Width X 4 Ply	Pc.	As required	As required
		Rubber Blanket Size 22.5" Long X 26" Width X 4 Ply	Pc.	As required	As required
22	Anti-set off Spray Powder		Kg	1 Kg	50 Kg
23	Stitching Wire (24 Nos.)		Pc	1 Coil	500 Coil

\*The quantities mentioned above are indicative in nature and may vary as per actual requirement.

The respective L-1 Bidder shall submit relevant sample(s) for Testing operation and approval. Purchase Order shall be placed only after prior approval of the same by our user department through testing operation. The respective L-1 Bidder(s) shall only provide sample(s) of the quoted material with their agreeability to supply the same throughout the said contract period.

3. **Rate:** Rates quoted should be quoted on inclusive of all taxes and duties and charges for delivery (including unloading charges) to HPCL's designated units or to any other place in or around Kolkata as advised by HPCL. Necessary 'C' form will be issued by HPCL in case of interstate sale. However, VAT/CST or GST to be stated separately in the price bid.

4. **Terms of Payment:** Bidders are advised to quote their price on 120 days credit basis. Payment will be made on submission of original Tax Invoice along with receipted challan.

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 shall be paid on EMD.

6. **Validity:** The rates quoted should be inclusive of loading & unloading charges, incidental expenses etc. and should remain valid till 31.07.2018. However, the same may be extended for a further period of six month by mutual consent. Details of the Tender are available on <http://mstcecommerce.com/eprochome/hpclkol> and [www.hooghlyprinting.com](http://www.hooghlyprinting.com)

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**7. Submission of Offers:** Bids shall be submitted through electronic online mode only at <http://mstcecommerce.com/eprochome/hpckol>. Last date for Submission of Offers is 18.07.2017 by 16.00 Hours. The offers would be opened on the same day by 16.30 Hours.

**8. Risk Purchase & Liquidated Damages:** Time is the essence of the Contract. Materials to be delivered as per stipulated schedule in delivery instructions failing which Risk Purchase and/or Company's Standard LD Clause will be applicable without Prejudice Company's right to black list the Bidder.

**9. Dispute Resolution:** Any dispute arising out of these transactions shall be subject to the jurisdiction of competent Court at Kolkata.

**10. Canvassing:** Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Law. Such action will result in the rejection of bid, in addition to other punitive measures. In case any attempt is made by vendor to bring influence towards HPCL's decision making process, bid submitted by such bidder is liable to be rejected and shall be disqualified for participation in the future tenders conducted by HPCL.

**11. Clarification of Tender Document:** The bidder shall check the each and every page of the tender document against page number given in indexes and, in the event of discovery of any discrepancy or missing page(s) the Bidder shall contact Officer (Purchase) of the company. Except for any such written clarification by HPCL, which is expressly stated to be an addendum and/or corrigendum to the tender document hosted only at <http://www.mstcecommerce.com/eprochome/hpckol>, no written or oral communication or presentation or explanation by any other source(s) shall be taken to be part of conditions of tender and shall not bind HPCL or fetter the HPCL under the contract. A Bid is liable to be rejected, summarily if the same is found to deviate from the terms and conditions mentioned in the tender document, addendum and corrigendum, if any.

**12. Right to Acceptance /Rejection of Bids:** HPCL reserves the right to reject the lowest tender or any other tender or all the tenders and /or to accept any tender either in whole or in part without assigning any reason whatsoever and to cancel the Bidding process at any time prior to award of contract without thereby causing any liability to the affected vendor or vendors or anybody else. The decision of HPCL in this regard shall be final & binding on all the participating vendors. HPCL 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. HPCL may terminate the contract or cancel the award of contract, if it is found that the Bidder is blacklisted on any previous occasion by any of the Central or State Government/Departments/Institutions/Local Bodies/Municipalities/Public Sector Undertakings or Enterprises etc. Upon verification, evaluation / assessment, if in case any information furnished by a vendor is found to be false/incorrect, their total Bid shall be summarily rejected and no correspondence on the same, shall be entertained.

**13. Note:** Bidders should comply with and agree to all the eligibility criteria and techno-commercial terms before submission of their Bids. Corrigendum and/or addendum if any shall only be hosted in the website at <http://www.mstcecommerce.com/eprochome/hpckol> hence bidders are requested to check the websites for such updates. Interested bidders must submit Demand drafts/Pay Orders favouring "HOOGHLY PRINTING CO. LTD." payable at Kolkata in respect of Earnest Money Deposit of Rs.20000/- (Twenty Thousands only) and Tender Fees of Rs.500/- (Five Hundred only) to Dy. Manager (Purchase) 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.

Date: 10.06.2017

For Hooghly Printing Co. Ltd.

Place: Kolkata

Manager (F & A)

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**TENDER FORM**

1. E-TENDER NO. & DATE : **HPCLKOL/17-18/ET-06 Dated 10.06.2017**
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 :

**Note: The Tenderer shall sign on each and every page of this Tender Form under his seal and upload the same with the techno-commercial bid at <http://mstcecommerce.com/eprochome/hpclkol>.**



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- (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.)
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 INSURANCE 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 :

**Note: The Tenderer shall sign on each and every page of this Tender Form under his seal and upload the same with the techno-commercial bid at <http://mstcecommerce.com/eprochome/hpclkol>.**

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(c) Turnover for last three year :  
 (Copy of audited Balance Sheet to be enclosed)

16. PROOF OF MAJOR ORDERS EFFECTED :  
 IN PREVIOUS YEARS  
 (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** along with  
 Model, Make/Brand, Serial No. :

18. 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

DD/Pay orders Submitted:

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

Remarks:

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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:

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