

**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**  
**HPCLKOL/17-18/ET-04 dated 08.06.2017**

Hooghly Printing Co. Ltd. (HPCL) invites online electronic offers from Paper Manufacturers, Dealers, Stockists, C & F Agents, Distributors, and Merchants for supply of paper & boards on Rate Contract basis. Offers should be submitted in two parts i.e. i) Techno-Commercial Bid and ii) Price Bid.

**SCHEDULE OF TENDER (SOT)**

a. NIT NO.	HPCLKOL/ 2017-18/ET-04 dated 08.06.2017
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/hpclkol">www.mstcecommerce.com/eprochome/hpclkol</a> of MSTC Ltd.
C. E-Tender NO	HPCLKOL/ 2017-18/ET-04
d. Date of NIT available to parties to download	12.06.2017
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 on line Techno-Commercial Bid and price Bid at <a href="http://www.mstcecommerce.com/eprochome/">www.mstcecommerce.com/eprochome/</a>	01.07.2017 at 11.30 Hrs.
j. Date of closing of online e-tender for submission of Techno-Commercial Bid & Price Bid.	12.07.2017 at 16.00 Hrs.
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	12.07.2017 at 16.30 Hrs. 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 :- Annexure - II

## **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 <a href="http://www.mstcecommerce.com/eprochome/hpclkol">www.mstcecommerce.com/eprochome/hpclkol</a></p> <p>1).Tenderers are required to register themselves online with <a href="http://www.mstcecommerce.com">www.mstcecommerce.com</a> → e-Procurement → PSU/Govt. depts → 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;"><b>Contact Person (MSTC):</b></p> <p><b>1. Mr. Arindam Bhattacharjee</b>  <b>Dy. Manager (E-commerce)</b>  <b>MobileNo: +91-9330102643</b>  <b>Email: arindam@mstcindia.co.in</b></p> <p><b>2) Mr. Sabyasachi Mukherjee</b>  <b>Junior Manager (E-commerce)</b>  <b>Mobile- +91-7278030407</b>  <b>Email: smukherjee@mstcindia.co.in</b></p> <p><b>3.Ms.Sumana Maity</b>  <b>Junior Manager (e-Commerce)</b>  <b>Mobile:+91-9831155225</b>  <b>Email:smaity@mstcindia.co.in</b>  <b>Landline-03322901004</b></p> <p style="text-align: right;">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.Dy. Manager (Purchase)</b>  <b>Mr.Anish Chakraborty</b>  <b>Mobile: +91-9830877576</b></p> <p><b>2. Dy. Manager (Prod. &amp;Plang.)</b>  <b>Mr.Souvik Guha</b>  <b>Mobile:+91-9674913979</b></p> <p><b>3. Officer (Purchase)</b>  <b>Mr.Sourav Sarkar</b>  <b>Mobile:+91-9831477628</b></p> <p><b>Email: hooghlyprint@dataone.in</b>  <b>Phone No. (033) 2288-3312/3779 Fax No. (033) 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/hpckol">www.mstcecommerce.com/eprchome/hpckol</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 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><b><u>Transaction fee is non-refundable.</u></b></p> <p>A tenderer will not have the access to online e-tender without making the payment towards transaction fee.</p> <p><b><u>NOTE</u></b></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"> <li>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.</li> <li>b) The process involves Electronic Bidding for submission of Technical and Commercial Bid.</li> <li>c) The tenderer(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/Govtdepts. → Login under HPCL → My menu → Auction Floor Manager → live event → Selection of the live event</li> </ol>

- 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 <a href="http://www.mstcecommerce.com/eprochome">www.mstcecommerce.com/eprochome</a> to familiarize them with the system before bidding.

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**HPCLKOL/17-18/ET-04 dated 08.06.2017**

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Sl No.	Item Description	Size	Qty(Kgs)
1.	128/130 GSM Art Paper	20" X 30" and/or 23" X 36" and/or 22" X 35"	20000
2.	130 GSM Maplitho Paper	20" X 30" and/or 23" X 36"and/or 22" X 35" or reel	35000
3.	200 GSM Art Board	20" X 30" and/or 23" X 36"and/or 22" X 35"	40000
4.	220 GSM Art Board	20" X 30" and/or 23" X 36"and/or 22" X 35"	5000

**Note:** The above-mentioned quantity may vary upto +/- 30% while placement of formal purchase Order or LOI. The sizes of paper & board of the above-mentioned materials are indicative and may vary on placement of the Purchase Order or LOI. Procurement shall be made part wise as and when required by HPCL rather than procurement of total quantity in a single order.

**1. Eligibility Criteria:**

- a) Bidders should have average turnover of Rupees One Crore 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 all statutory registrations such as Trade Licence, W.B. VAT Registration, CST Registration, GST Registration. (Documentary proof to be uploaded with Techno-commercial Bid).

**2. Scope of Work:**

The Bidder should be in a position to complete the delivery of the ordered materials within 21(Twenty One) days from the date of placement of formal Purchase Order or LOI, whichever is earlier.

**3. Rate:** Rates quoted should be on per kg basis inclusive of all taxes and duties and charges for delivery (including loading and unloading charges) to HPCL's designated units at Kolkata or to any other place(s) in or around Kolkata as advised by HPCL and should remain valid till 31<sup>st</sup> December, 2017. However, Taxes applicable shall be mentioned separately by the bidder.

**4. Terms of Payment:** Bidders shall quote their best price on 120 (One Hundred Twenty) days credit basis. Payment shall be made on submission of original Tax Invoice along with receipted challan. Alternate terms of payment other than as specified in the tender document shall not be considered.

**5. Validity:** The rates quoted should be inclusive of all taxes, duties, loading & unloading charges, incidental expenses etc. and should remain **valid till 31.12.2017**.

**6.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 **12.07.2017 by 16.00 Hrs**. The offers would be opened on the same day by 16.30 Hrs.

**7.Interest Free Earnest Money Deposit** of Rs. 20,000/- (Rupees Twenty Thousands) in the form of Demand Draft/Pay Order favouring "HOOGHLY PRINTING CO. LTD." payable at Kolkata to be submitted with the Offer which shall be refunded to the unsuccessful bidders.

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

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

**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 the 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 on submission of their Bids. The aforesaid quantity may vary to the extent of  $\pm 30\%$ . The sizes of the materials mentioned above are indicative and may vary on placement of the Order. Test Certificate as regards specification of the above-mentioned materials needs to be uploaded with the techno commercial Bid. The Successful bidder(s) shall furnish Test Certificate duly authenticated from government testing laboratory for the supplied materials. 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 Thousand only) and Tender Fees of Rs.500/- (Five Hundred only) along with samples of paper (at least 2 sheets of full scape size) to Dy. Manager (Purchase) or Officer (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: 08.06.2017

For Hooghly Printing Co. Ltd.

Place: Kolkata

Manager(F&A)

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1. NIT NO. & DATE : HPCLKOL/17-18/ET-04 dated 08.06.2017
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 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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- (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 :

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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:

**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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**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>.**