



**HSCC (INDIA) LTD.
NOIDA**

PR DEPTT.

HSCC/In-house Journal (Aaina) and/or Company Brochure

June 19, 2014

Sub.: e-Tender for Designing, Printing & Supply of :

A) In-House Journal (Aaina)

B) Company Brochure

Name and Description	Completion period of Work	Estimated Cost (Rs.)	Last date to fill/upload the tender through e-tendering	Opening date & time through e-Tendering	Cost of Bid Document	EMD Amount (in Rs.)
e-Tender for Designing, Printing & Supply of a) In-House Journal	One Year (4 quarterly editions)	4,00,000/-	04.07.2014 Upto 2.30 p.m.	04.07.2014 03.00 p.m.	Rs. 1,000/-	Rs. 5,000/-
e-Tender for Designing, Printing & Supply of b) Company Brochure	One Time (30 days from the date of award of work)	1,00,000/-	04.07.2014 Upto 2.30 p.m.	04.07.2014 03.00 p.m.		

The bidder would be required to register at HSCC e-Tender portal <http://www.tenderwizard.com/HSCC>. The bid documents are available on line from 18.6.2014. For submission and other tender details, please refer HSCC e-tender portal <http://tenderwizard.com/HSCC>. For submission of bids, the bidder is required to have Digital Signature Certificate (DSC) from one of the authorized Certifying Authorities.

The bidders are required to submit the following in original to DGM (PR), HSCC (India) Ltd. before 4.7.12014, 3.00 p.m. :

- a) Original non refundable Demand Draft of Rs. 1000/- (Rupees one thousand only) as cost of bid, in favour to HSCC (India) Ltd., payable at Noida/Delhi.
- b) Original EMD of Rs. 5,000/- (Rupees five thousand only) vide Demand Draft , in favour to HSCC (India) Ltd., payable at Noida/Delhi.



c) Technical Bid (Part – A)

The required documents as per Annexure – 1 with copy of EMD Draft of Rs. 5,000/- only in favour of HSCC (India) Ltd. (for both A) Inhouse Journal and B) Company Brochure) should be uploaded on the e-Tender Portal <http://tenderwizard.com/HSCC> **on/before the date and time fixed for opening of bid, failing which the bid will be declared non-responsive.**

d) Commercial Bid (Part – B)

The Commercial Bid for the following to be uploaded on line only on the e-Tender Portal <http://tenderwizard.com/HSCC>.

- A) In- house Journal (Aaina) as per Annexure - B
- B) Company Brochure as per Annexure – B1

Complete set of Tenders documents comprising of :

Part A : Technical Bid ,

Part B : Commercial Bids (Annexure – B) for In-House Journal (Aaina)
(Annexure B1) and Company Brochure

has been made available at e-tender portal <http://tenderwizard.com/HSCC>.

Employer/HSCC reserves the right to accept or reject any application without assigning any reason or incurring any liability whatsoever.

Prospective bidders are advised to regularly scan through HSCC e-Tender portal <http://tenderwizard.com/HSCC> as corrigendum/amendments etc. if any, will be notified on this portal only and separate advertisement will not be made for this.

Dy. General Manager (PR)
HSCC (India) Ltd.



**HSCC (INDIA) LTD.
NOIDA**

PR DEPTT.

HSCC/In-House Journal and/or Company Brochure /2014

19.6.2014

Sub.: e-Tender for Designing, Printing & Supply of :
A) In-House Journal (Aaina)
B) Company Brochure

HSCC (INDIA) LTD invites sealed tender in two-bid system for Designing, Printing & Supply of HSCC's In-House journal (Aaina) for a period of one year and/or Company Brochure (one time) as per details below:

A. In-house Journal (Aaina)

Sl.No	Description	Approx. Qty per issue	Max no of issues in a year	Period of contract
1	Designing, Printing and Supply of In-House journal (Aaina) in multicolor printing A4 size including photograph on glossy art paper - 20 Inner pages 125 gsm Ballarpur Glossy Art Paper per booklet - 4 Cover pages with 250 gsm Art Paper with Superior quality Lamination	500	04	ONE YEAR
2	Increase of pages in multiples of 4 pages (Your are requested to quote for addition of pages in multiple of 4 pages)			
3	Decrease of pages in multiples of 4 pages (Your are requested to quote for decrease of pages in multiple of 4 pages)			
4.	Reprinting cost for additional requirements	250, 500 & 1000		

B. Company Brochure

Sl.No	Description	Approx. Qty per issue	No. of Issue	Period of contract
1	Designing, Printing and Supply of Company Brochure in multicolor printing A4 size including photograph on glossy art paper <ul style="list-style-type: none"> - 20 Inner pages 125 gsm Ballarpur Glossy Art Paper per booklet - 4 Cover pages with 250 gsm Art Paper with Superior quality Lamination 	500	One	One Time
2	Increase of pages in multiples of 4 pages (Your are requested to quote for addition of pages in multiple of 4 pages)			
3	Decrease of pages in multiples of 4 pages (Your are requested to quote for decrease of pages in multiple of 4 pages)			
4.	Reprinting Cost for additional requirements	500 & 1000		

PART – A : TECHNICAL BID & PART –B : COMMERCIAL BID

Sub.: e-Tender for Designing, Printing & Supply of :

A) In-House Journal (Aaina)

B) Company Brochure

PART A (TECHNICAL BID) should contain only Technical/General Data regarding the company and should include the information as per **Annexure “A”** including a copy of EMD draft of Rs.5000/- (Rs. Five thousand only) in favour of HSCC (I) Ltd payable at Delhi/Noida. Only one Technical Bid and EMD needs to be submitted for both : A) In-House Journal (Aaina) and B) Company Brochure.

PART B (COMMERCIAL BID) should contain price details, taxes, delivery schedules and other relevant commercial issues as per Annexure “B” and Annexure B1 respectively for :

1. **HSCC-Inhouse Journal (Aaina) as per Annexure B**
2. **Company Brochure as per Annexure B1**

Part A : Technical Bid

The required documents as per Annexure – A with copy of EMD Draft of Rs. 5,000/- in favour of HSCC (India) Ltd. (for both A) Inhouse Journal and B) Company Brochure) should be uploaded on the e-Tender Portal <http://tenderwizard.com/HSCC> **on/before the date and time fixed for opening of bid, failing which the bid will be declared non-responsive.**

Part B : Commercial Bid

The Commercial Bid for the following to be uploaded on line only on the e-Tender Portal <http://tenderwizard.com/HSCC> **on/before the date and time fixed for opening of bid, failing which the bid will be declared non-responsive .**

- A) In- house Journal (Aaina) as per Annexure - B
- B) Company Brochure as per Annexure – B1



The bidders are required to submit the following in original to DGM (PR), HSCC (India) Ltd. before 4.7.12014, 3.00 p.m. :

- a) Original non refundable Demand Draft of Rs. 1000/- (Rupees one thousand only) as cost of bid, in favour to HSCC (India) Ltd., payable at Noida/Delhi.
- b) Original EMD of Rs. 5,000/- (Rupees five thousand only) vide Demand Draft , in favour to HSCC (India) Ltd., payable at Noida/Delhi.

Offers received after the due date and time shall not be accepted and HSCC reserves the right to accept or reject any bid without assigning any reason.



Annexure - A

Sub.: e-Tender for Designing, Printing & Supply of :

A) In-House Journal (Aaina)

B) Company Brochure

The bids for the In-house Journal and Company Brochure may be submitted as follows:-

1. Technical Bid – A

The required documents as per Annexure – A with copy of EMD Draft of Rs. 5,000/- in favour of HSCC (India) Ltd. (for both A) Inhouse Journal and B) Company Brochure) should be uploaded on the e-Tender Portal <http://tenderwizard.com/HSCC> **on/before the date and time fixed for opening of bid, failing which the bid will be declared non-responsive.**

2. Commercial Bid – B : to be submitted **only on-line** separately in the prescribed format for both

A) In-House Journal (Aaina)

B) Company Brochure

Technical bid (Part A) will be opened first and the Commercial bid (Part B) will be opened only if qualified in Technical bid.

Bidders are requested to contact **Dy. General Manager (PR), HSCC (I) Ltd, E-6(A), Sector-1, Noida (U.P)** for any clarification/s before quoting.

Estimated Project Cost :

In- house Journal : Rs. 4,00,000/- (Quarterly editions)
Company Brouchure : Rs. 1,00,000/- (Single edition)

PART 'A' (Technical Terms & Conditions)

Part – A (Technical Bid) should necessarily contain:

- 1) Company Profile
- 2) List of Clients
- 3) Average Annual financial turnover during the last 3 (Three) years, should be at least Rs. 5 crores, supporting documents i.e., audited balance sheet & profit & loss statement to be enclosed.



- 4) Experience for having done similar printing job/work done, during last 3 years with supporting document like purchase order, letter of intent etc., to be enclosed.
- 5) Proof for having printing facilities in National Capital Region (NCR).
- 6) Bank Draft / Bankers Pay Order for Rs.5000/- (Rupees five thousand only) drawn in favour of **HSCC (INDIA) LIMITED, payable at Delhi/Noida** from any Nationalized banks towards Earnest Money Deposit (EMD) (only one for both A. In-house Journal and B. Company Brochure) to be submitted in original and copy to be uploaded in the e-tender Portal <http://tenderward.com/HSCC>. The tenders submitted without EMD will be summarily rejected.
- 7) Power of attorney in the name of the person signing the bid. Each page of the bid should be signed and stamped.

Dy. General Manager (PR)

Sub.: e-Tender for Designing, Printing & Supply of :

A) In-House Journal (Aaina)

PART 'B' (Commercial Terms & Conditions) for In-House Journal (Aaina)

Part – B (Commercial Bid) should necessarily contain:

Price details indicating the price as per format given below:

Sl. No.	Description	Unit	Approx. Qty per issue	Rate	Amt (Rs)
1	Designing, Printing and Supply of In-House journal (Aaina) in multicolor printing A4 size including photograph on glossy art paper <ul style="list-style-type: none"> - 20 Inner pages 125 gsm Ballarpur Glossy Art Paper per booklet - 4 Cover pages with 250 gsm Art Paper with Superior quality Lamination 	Booklet	500 Booklets		
3	Increase of pages in multiplies of 4 pages. (You are requested to quote for addition of pages in multiple of 4 pages)	Unit Rate for multiple of 4 pages to be quoted			
4	Decrease of pages in multiplies of 4 pages. (You are requested to quote for decrease of pages in multiple of 4 pages)	Unit Rate for multiple of 4 pages to be quoted			
5.	Reprinting cost for additional requirements	250			
		500			
		1000			

Note: The rate quoted should be inclusive of taxes, duties, freight with delivery at HSCC Office, Noida.

The quotation must be on the firm's letter head duly signed by the authorized signatory and submitted in sealed cover.



The approximate number of booklet to be printed will be around 500 copies per edition.

Validity : The Quoted price/rate should be firm and valid for One Year from the date of tender opening.

Delivery : Delivery to be made maximum within 15 days from the date of final approval by HSCC for printing.

Payment terms: 30 days credit after receipt & acceptance of materials by HSCC.

Liquidated Damages: Liquidated damages @ 0.5% per week or part there of subject of maximum of 5% of the value of the undelivered portion of the supplies.

Risk Purchase Clause: In case of non-performance of the order, if placed on you, HSCC will have an option of alternate procurement action at your risk & cost apart from recovery of LD.

Prospective bidders are advised to regularly scan through HSCC website as corrigendum/amendments etc, if any, will be notified on the company's website and separate advertisement will not be made for this.

HSCC reserves the right to increase or decrease the number of editions.

Dy. General Manager (PR)

Annexure “B” (1)

Sub.: e-Tender for Designing, Printing & Supply of :

B) Company Brochure

PART ‘B’ (Commercial Terms & Conditions) for Company Brochure

Part – B (Commercial Bid) should necessarily contain:

Price details indicating the price as per format given below:

Sl. No.	Description	Unit	Approx. Qty per issue	Rate	Amt (Rs)
1	Designing, Printing and Supply of Company Brochure in multicolor printing A4 size including photograph on glossy art paper - 20 Inner pages 125 gsm Ballarpur Glossy Art Paper per booklet 4 Cover pages with 250 gsm Art Paper with Superior quality Lamination	Booklet	500 Booklets		
3	Increase of pages in multiplies of 4 pages. (You are requested to quote for addition of pages in multiple of 4 pages)	Unit Rate for multiple of 4 pages to be quoted			
]4	Decrease of pages in multiplies of 4 pages. (You are requested to quote for decrease of pages in multiple of 4 pages)	Unit Rate for multiple of 4 pages to be quoted			
5.	Reprinting cost for additional requirements	500			
		1000			

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Dy. General Manager (PR)

CHECK LIST				
	Name of the bidder			
TECHNICAL BID		Reference (page)	Mode of Submission	Page
1.	Original Non-refundable Demand Draft Rs. 1,000/- (Cost of Bid Document)	01	In Original & Copy on line	
2.	Original EMD of Rs. 5,000/- in favour of HSCC (India) Ltd., payable at Noida/New Delhi	01	In Original & Copy on line	
PART – A				
S.No.	Name of the Document			
1.	Company Profile	05	On line	
2.	List of Clients	05	On line	
3.	Average Annual Turnover for 3 years	05		
	2013-14		On line	
	2012-13		On line	
	2011-12		On line	
4.	Similar Experience	06	On line	
5.	Proof of Printing facilities	06	On line	
6	Power of Attorney for signing the bid		On line	
FINANCIAL BID				
1.	In House Journal : Annexure – B	09 & 10	On line	
2.	Company Brochure : Annexure – B1	11 & 12	On line	

Note : All documents as above to be submitted on line. In addition (a) Original Non-refundable Demand Draft of Rs. 1,000/- (Rupees one thousand only) as cost of Bid Document, in favour of HSCC (India) Ltd. payable at Noida/Delhi and EMD of Rs. 5,000/- (Rupees five thousand only) in favour of HSCC (India) Ltd., payable at Noida/Delhi to the office of DGM (PR, HSCC (India) Ltd., E – 6 (A), Sector – 1, Noida – 201 301 before date and time fixed for opening of bid either by registered post or by hand failing which the bid will be declared non-responsive.