

HSCC (INDIA) LTD
(A Government of India Enterprise)
E-6(A), Sector-1
Noida (U.P) – 201301

HSCC/HRM/NIT/2010-11/AR

11.04.2011

Tender Notice for printing of Annual Report for the year 2010-11

HSCC invites sealed tenders from **NCR based** Offset Printers for printing of the Annual Report of HSCC for the year 2010-11 latest by **3.00 pm** on **27.04.2011**. A copy of tender document containing details of the work and other information can be had from **HSCC (India) Ltd** during regular office hours. The Tender document can also be downloaded from the company's website **www.hsccltd.com**. 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.

Chief Gen Mgr (HRM & Legal)

HSCC (India) Ltd
E-6(A), Sector-1
Noida (U.P)-201301

No. HSCC/HRM/NIT/2010-11/AR

Dated : 11.04.2011

Sub: - **Printing of Annual Report of HSCC (India) Ltd for 2010-2011**

HSCC (India) Ltd invites Sealed Tenders for printing of the company's Annual Report for the year 2010-2011. The detailed specifications of the work to be done (Ann-A) may be inspected at any time during the normal working hours of this office.

2. The tender should be sent to HSCC in the prescribed proforma (Ann-B) in a sealed cover superscribed "**Tender for the Printing of Annual Report 2010-2011**" so as to reach HSCC Corporate Office located at E-6(A), Sector-1, Noida (U.P) by not later than **3-00 P.M.** on **27.04.2011** positively. Tenders, which are not found properly sealed, will be summarily rejected.

3. The tenders will be opened at **3.30 P.M.** on **27.04.2011** at HSCC Corporate Office.

4. HSCC is **not** bound to accept the lowest tender or any tender or to assign any reason for rejection of any or all the tenders. HSCC reserves the right for accepting the whole or any part of the tenders and decision in the matter shall be final and binding.

5. Any failure on the part of tenderer to observe the prescribed procedure and any attempt to canvass for the work will prejudice his/her tender. Tenders/rates quoted in other than the prescribed proforma are liable to be rejected.

6. A sum equal to 5% of the value of work will have to be deposited within 7 days (Seven Days) of the approval of the tender as security for the Due Performance of the contract. Security must be deposited in the form of Demand Draft drawn in favour of HSCC (I) Ltd, payable at Delhi/Noida. This is refundable on satisfactory completion of the contract.

7. The submission of tender will bind the tenderer to acceptance of all conditions specified herein and in addition to the conditions of the contract

8. The successful tenderer will have to furnish Income Tax return filed at ITO for the last three financial years i.e. 2007-08, 2008-09 & 2009-10. *Acknowledgement copy of ITO to be enclosed.*

9. The rates should be mentioned in figures as well as in words exclusive of all taxes Erasing / overwriting should be avoided/duly attested by the tenderer. Taxes, if any, should be indicated separately. In case, nothing is mentioned, it will be assumed that all taxes are included in the rates quoted.

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10. Sample of the papers in accordance with the prescribed specification should accompany the quotation duly signed on behalf of the firm with detailed specification i.e.name of the paper, GSM etc. **In case paper samples, duly signed, are not attached with the quotation, the same will be rejected.**

11. Proof reading & cover design etc will be done by the successful printer. No extra charge will be paid for the proof, which will have to be drawn till the same is approved by HSCC. The proof will have to be made available to HSCC at its corporate office located at E-6(A), Sector-1, Noida (U.P).

12. The printed copies (each copy placed in a separate cover with HSCC name, address & logo printed on it) will have to be supplied duly tied up in suitable sized bundles of equal numbers at HSCC Corporate Office premises or any other place as may be directed.

13. The printers shall, whenever called upon to do so give full information with regard to the work in hand and shall also permit any officer deputed by HSCC to inspect the printer's premises at all reasonable times and shall give all assistance and information as may be required by him in connection with the contract.

14. After the work has been completed the bill for the work in duplicate prepared on the basis of the accepted rates be submitted to HSCC for necessary action together with (i) receipted delivery vouchers for the supply made (ii) representative specimen of the work and (iii) other documents in support of the items charged for in the bill.

15. A sum not exceeding 10% of the contract value will be deducted from the bill for delay in complying with the date of delivery of the printed copies and/or for bad workmanship. The entire job will be rejected if the same has not been carried out in accordance with the specifications.

16. The report is required to be printed as per the specimen to be provided by HSCC providing adequate space/scope for box-tables, diagrams etc.

17. The rates for the job covered in the specification will be negotiated, if necessary, and the payments will be made accordingly.

18. Final proof in colour to be submitted by the successful printer before approval by HSCC, without any extra charge.

19. Final print must be submitted within 10 days of passing of final proof.

20. If the supplier fails to deliver any or all of the goods or to perform the services within the period (s) specified in the Contract, HSCC shall, without prejudice to its other remedies under the contract, deduct the contract price, as liquidated damages, a sum of equivalent to 0.5% of the part thereof of delay until actual delivery or performance, upto maximum deduction of 10% of the contract price. Once the maximum is reached, HSCC may consider termination of the contract.

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21. In case of failure of the contractor to supply the printed copies within the stipulated time strictly conforming to the specifications, HSCC may get the work done through any other printer at the Contractor's risk and expenses but without prejudice to any other rights which HSCC may have against the Contractor.

22. Each quotation must be accompanied by an earnest money of **Rs. 5000/-(Rupees five thousand only)** in the form of a "Crossed Demand Draft " drawn in favour of "HSCC (India) Ltd, payable at Noida/Delhi. The earnest money is refundable in case the tender is not accepted.

23. Floppies/CDs in MS-Word (both in English & Hindi) of the full report capable of being downloaded in our Website are to be provided to HSCC.

Annual Report 2010-2011

| | | |
|----------|---|---|
| Size | : | A4 i.e. 8.5 inch x 11.75 inch |
| Pages | : | 48 plus cover (approx.) |
| Paper | : | Cover 300 gsm imported mat/gloss Text 175 gsm imported mat/gloss |
| Printing | : | Multicolour 48 outputs and with 18 scanning |
| Binding | : | Outer cover mat/gloss laminated with perfect binding. |
| Quantity | : | 600 Nos in English 150 Nos. in Hindi |

1. Tenderers to also quote extra for each picture to be scanned separately.
2. Tenderers to quote extra for additional leaf (04 pages)

Quotations for the Printing of Annual Report

PROFORMA

1. Name of the Printer/Firm :
2. Address :
3. VAT/Service Tax Number :
4. Telephone No. :
5. Amount of D.D :
6. Draft No. and the Bank on which drawn :
7. Experience in printing Annual Report of Ministries/Depts/PSUs
(please furnish photocopies of print orders along with sample copies of the works executed)
8. I/We hereby offer the following rates for the printing of Annual Report of HSCC (India) Ltd for the year 2010-11 as per specification given in the Tender Notice No. HSCC/HRM/NIT/2010-11/AR dated 11.04.2011 and undertake to abide by them.

Signature _____
(With rubber stamp)

Place :

Date :

| S.No | Description | Unit | Qty | Rate (Rs) | Total (Rs) |
|------|--|----------------------|-----|-----------|------------|
| 01. | Photo type setting (English) | per page | | | |
| 02. | Photo type setting (Hindi) | per page | | | |
| 03. | Designing charges | Lumpsum | | | |
| 04. | Processing charges (Negative & Positive) (English & Hindi) | per page | | | |
| 05. | Plate making charges (English & Hindi) | per page | | | |
| 06. | Printing charges English (per colour) | per plate | | | |
| 07. | Printing charges Hindi (per colour) | per plate | | | |
| 08. | Paper for cover page: i. 300 GSM ii. 175 GSM | Lumpsum Lumpsum | | | |
| 09. | Paper for inside pages: i. Art Paper 175 GSM ii. Art Paper 130 GSM | per ream per ream | | | |
| 10. | Lamination charges | per book | | | |
| 11. | Planning with scanning charges - Front page - Inside page - Back page | | | | |
| 12. | Binding charges, if any | | | | |
| 13. | Packing charges, if any | | | | |
| 14. | Cartage, if any | | | | |
| 15. | Sub-total | | | | |
| 16. | Taxes etc | | | | |
| 17. | Total | | | | |
| | Addl scanning charge for each photo | | | | |
| | Cost of one addl leaf (4 pages) | | | | |

Signature of bidder

Note: The above rates should be inclusive of all taxes, duties, delivery etc.