

HSCC (INDIA) LIMITED
(A Government of India Enterprises)
E-6(A), Sector-1, Noida (U.P)-201301

TENDER

FOR

“PRINTING & SUPPLY OF ANNUAL REPORTS 2011-12”

Tender No: HSCC/HRM/NIT/2012/Annual Report 2011-12

Volume - I

- **PREQUALIFICATION**
- **TERMS & CONDITIONS, GENERAL INSTRUCTIONS & INFORMATION TO BIDDERS**
- **TECHNICAL SPECIFICATIONS**

August -2012



HSCC (INDIA) LTD.
(CONSULTANTS & ENGINEERS FOR MEGA HOSPITALS & LABORATORIES)
E-6(A), sector-1, NOIDA(U.P) 201301 (India)

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**HSCC (INDIA) LTD.
E-6 (A), SECTOR-1,
NOIDA**

**NOTICE INVITING TENDER FOR PRINTING &
SUPPLY OF ANNUAL REPORT**

HSCC/HRM/NIT/2012/Annual Report 2011-12

29.08.2012

Sealed Tenders(2 Bid system – Technical and Financial) on behalf of DGM (HRM), HSCC (India) Ltd, Noida are invited by from experienced professional Printers for printing and supply of Annual Report of the HSCC. The last date of submission of tenders is **04.09.2012 03:00 p.m.** For forms and other details please visit our website at www.hsccltd.co.in. Prospective bidders are advised to visit 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.

DGM (HRM)

**HSCC (INDIA) LTD.
E-6 (A), SECTOR-1,
NOIDA**

**NOTICE INVITING TENDER FOR PRINTING &
SUPPLY OF ANNUAL REPORT**

(No. HSCC/HRM/NIT/2012/Annual Report 2011-12)

Sealed Tenders(2 Bid system – Technical and Financial) on behalf of DGM (HRM), HSCC (India) Ltd, Noida are invited by from experienced professional Printers for printing and supply of Annual Report of the HSCC on full contract basis starting from conceptualization to final supply of the Report, as per specifications given in the tender document. The tender documents are available in our website www.hsccltd.com which can be down-loaded from 31.08.2012 to 04.09.2012 upto 2 PM. Filled in tenders with name of work & name of Bidder clearly mentioned on the Envelope should be received at HSCC by 04.09.2012 upto 3 PM by addressing to the DGM (HRM), HSCC, Noida. The tender (Technical Bid part only) will be opened on 04.09.2012 at 3.30 PM in presence of bidders present, if any. The Covering Letter, Tender fee/cost of Rs.500/- (non-refundable) and Earnest Money Deposit (EMD) of Rs.5,000/- should be submitted with the Tender in the form of Demand Draft from any Nationalized Bank in favour of HSCC (India) Ltd., Delhi/Noida failing which the tender will not be considered. The DGM (HRM), reserves the right to reject any or all Tenders without assigning any reason.

VOLUME - I

PART A

PRE-QUALIFICATION

MINIMUM CRITERIA FOR PRE-QUALIFICATION

Pre-Qualification will be based on meeting all the minimum criteria for pre-qualification. The bidder should meet the following minimum criteria for Pre-Qualification:

- 1.1** The Bidder must have adequate facility in executing and printing of books/ brochures / annual reports in single piece planning. If required HSCC may go for physical verification.
- 1.2** Should have wide experience in executing such works for PSUs. Proof of having experience should be submitted along with tender.
- 1.3** Average annual financial turnover on concerned works should be at least Rs.10 lakhs during the immediate last three consecutive financial year ended FY 2011-12. Proof relating to the financial results is required to be enclosed along with the tender.
- 1.4** Submission of proof of paying the Tender Fee/Cost of Tender Document(if purchased) or enclosing a Demand Draft or Pay Order/Bankers' Cheque of Rs.500/- (in case the documents are downloaded from HSCC website) from a Nationlised/Scheduled Bank drawn in favour of HSCC (India) Ltd. payable at Delhi/Noida.
- 1.5** Submission of EMD of Rs.5,000/- in the form of a Demand Draft/Pay Order/ Bankers Cheque from a Nationlised/Scheduled Bank drawn in favour of HSCC (India) Ltd. payable at Delhi/Noida.
- 1.6** Covering Letter in the prescribed format as per Section-3 on official stationery/letter head.

VOLUME - I

PART B

TERMS & CONDITIONS,
GENERAL
INSTRUCTIONS AND
INFORMATION TO
BIDDERS

SECTION -1

TERMS & CONDITIONS, GENERAL INSTRUCTIONS & INFORMATION TO BIDDERS

1. SCOPE OF THE WORK

- 1.1.** HSCC (India) Ltd, Noida (hereinafter called the HSCC) require its Annual Report to be printed with the technical specifications mentioned in this tender document. The time frame within which the work needs to be completed is also mentioned in this tender document.
- 1.2.** Pre-Qualification is open to all the firms having sound financial background and experience of successfully executing the printing of annual reports of similar nature and magnitude as per details.
- 1.3.** The printer selected through this tender process (hereinafter called the Agency) will execute the work with the technical specifications mentioned in this document to the utmost satisfaction of the HSCC and its representatives.
- 1.4.** All the information asked for pre-qualification shall be answered in the ENGLISH language by all the agencies/firms.
- 1.5.** Failure to provide information in the stipulated format enclosed or to provide timely clarification or substantiation of the information supplied (considered essential to evaluate the Applicant's qualification) may result in disqualification of the Applicant.
- 1.6.** Safety & Confidentiality of Document: All documents given for a specific job are to be maintained as confidential. As the documents are of great importance to HSCC, utmost care has to be taken while handling the same. All documents obtained for executing the specified job have to be returned to the concerned person.
- 1.7.** Five Specimen/Samples of the specified papers with the name of paper mill duly indicating the specification under firm's Stamp & Signature must also be enclosed with the Technical Bid.
- 1.8.** Sub-tendering of any job by the bidder shall not be permitted.
- 1.9.** Proof checking is the responsibility of bidders.
- 1.10.** The number of copies of the annual report will be approximately 750. Out of 750 copies, 600 copies should be supplied in English version and 150 copies should be supplied in Hindi version with separate cover pages for both

2. Earnest Money Deposit (EMD)

- 2.1** Bidders shall have to deposit EMD of Rs.5,000/- in the form of Crossed Demand Draft/Banker's Cheque/Pay Order only in favour of "HSCC (India) Ltd" drawn on any scheduled bank payable at Noida/New Delhi, along with their tenders. Any Tenders not accompanied by an acceptable Bid Security will be straightaway rejected. No deviation shall be permitted from this. No interest would be paid on the Earnest Money Deposit. Cash/ Cheque in lieu of Earnest Money will not be accepted.
- 2.2** The EMD submitted shall be valid for 30 days beyond the validity period specified in this tender document.
- 2.3** The EMD of unsuccessful bidders will be returned within 30 days of the end of the validity period specified in this tender document.
- 2.4** The EMD of the successful bidder will be retained as Security Deposit and will be returned after successful completion of the work.
- 2.5** The EMD may be forfeited, if
 - a. the bidder withdraws the tender after tender opening during the period of tender validity;
 - b. the bidder engage in any corruption or fraudulence practice.
 - c. the successful bidder fails honour the specified time limit for printing & supply of annual reports.
 - d. Submitted any misleading information

3. Documents comprising the Tender

- 3.1** The tender submitted by the party shall comprise the following: -
 - a. Cost of Tender Form
 - b. Bid Security (EMD)
 - c. PQ of the Tender Documents
 - d. Price Bid of the Tender documents; and

- e. any other materials required to be completed and submitted by agencies in accordance with these instructions.
- f. "Special Conditions" if any, brought by HSCC during the course of execution of the job shall supplement various instructions / terms & conditions.

4. Sealing, Marking and Submission of Bids

- 4.1** The tender documents duly signed & stamped on all pages should be submitted in three sealed envelopes as mentioned below:
- 4.2** Envelope – 1 should contain the EMD of Rs.5,000/-, the cost of Tender Document of Rs.500/- (in case the documents are downloaded from HSCC website) in the form of Demand Draft drawn in favour of HSCC (India) Ltd. payable at Delhi/Noida and the Covering Letter as per the prescribed format as per Section 3.
- 4.3** The Envelope should be marked as "Envelope No. 1 – Tender Fee, EMD and Covering Letter". Name and address of the bidder should be clearly written on this envelope.
- 4.4** Envelope No. 2 shall contain the original bid document consisting of TERMS & CONDITIONS, GENERAL INSTRUCTIONS & INFORMATION TO BIDDERS (Vol. I), duly signed and stamped and the other documents as indicated at relevant Clause 5.1 above.
- 4.5** Envelope No. 3 shall contain only the Price Schedule (Vol. II) and rates/prices duly filled in and signed and stamped without any conditions whatsoever. Bids containing any conditions in Envelope no. 3 are liable to be summarily rejected. The contractor must fill up the rates both in words and figures in the price schedule. In case of any variation between the rates mentioned in figures and rates mentioned in words in the Price Schedule, the rates in words shall prevail.

Please note that the price should not be indicated in any of the documents enclosed in envelope 1 & 2

All bidders are required to submit unconditional bids. Conditional bids if submitted may be rejected and no correspondence in this regard shall be entertained.

- 4.6** The above three envelopes should be put in a larger envelope, signed and sealed properly. This envelope should be addressed to:

The DGM (HRM)
HSCC (India) Ltd
E-6 (A), Sector - 1, Noida

This envelope must bear the following identifications:

- i. Tender for Printing of Annual Report
- ii. Tender No. HSCC/HRM/NIT/2012/Annual Report 2011-12
- iii. DO NOT OPEN BEFORE 04.09.2012
- iv. Name & Address of the Bidder-----

- 4.7** If the envelopes are not sealed and marked as above, HSCC will assume no responsibility for the misplacement or wrong or premature opening of the bid.

5. Information to be submitted:

- 5.1** All bidders shall include the following information and documents with their bids:

PAN;
Client List & Performance certificate from Client (s).
Documents in support of experience, turnover, etc.
Proof of experience with PSUs

The photocopies of the above documents should be legible and self attested.

6. Bid prices:

- 6.1** The bidder shall fill the rates against item(s) of the Price Schedule (Vol –II) both in words and figures. The rates shall be inclusive of collection/delivery charges to HSCC Office, Noida as well as email/internet access charges for downloading documents sent through email.

All duties, taxes, cess and other levies payable by the Agency under the Contract, or for any other cause shall be included in

the rates, prices, and total amount of bid submitted by the bidder. The evaluation and comparison of bids by the Employer shall be made accordingly.

The rates quoted are for best quality of paper, drawing sheets, lamination sheets, lamination sheets, binding etc.

7. Currencies of bid and payment:

The rate to be quoted by the bidder shall be in Indian Rupees.

8. Deadline for submission of bids:

8.1 Bids must be received by the Employer at the address specified above not later than the designated date and time.

8.2 The Employer may extend the deadline for submission of bids by issuing an amendment in accordance with relevant Clause, in which case all rights and obligations of the Employer and the bidders previously subject to the original deadline will then be subject to the new deadline.

9. Late bids:

Any bid received by the Employer after the deadline prescribed in Clause shall not be considered and will be returned unopened to the bidder.

10. Modification and withdrawal of bids:

10.1 The bidder may modify or withdraw his bid by giving notice in writing before the deadline.

10.2 The bidder's modification or withdrawal notice shall be prepared, sealed, marked, and delivered in accordance with the appropriate Clause of this tender document, with the outer and inner envelopes additionally marked "MODIFICATION" or "WITHDRAWAL", as appropriate.

10.3 No bid may be modified after the deadline for submission of bids.

10.4 Withdrawal of bid between the deadline for submission of bids and the expiration of the original period of bid validity specified in the Form of Bid may result in the forfeiture of the bid security.

11. Tender Opening :

11.1 Bids shall then be opened in the office of HSCC (I) Ltd., at Plot - 6 (A), Block - E, Sector - 1, Noida, Uttar Pradesh - 201 301, half an hour after the prescribed time for Bid submission in presence of the Bidders' representatives who may wish to be present.

Envelope No. 1 : Shall be opened first. If the Bid Security and the cost of Tender Document are not found as prescribed, the Bid shall be summarily rejected.

Envelope No. 2 : Shall be opened next. Bids of parties who do not accept the conditions laid above in the Bid documents are also liable to be rejected.

11.2 The Employer will examine the Bids to determine whether they are complete, whether the requisite bid securities have been furnished, whether the Bids have been properly signed and stamped and whether the Bids are generally in order.

11.3 Telegraphic/ Fax offer will be treated as defective, invalid and rejected. Only detailed complete Bids received prior to the closing time and date of the Bids will be taken as valid.

11.4 The Bidder's names, general technical details, the presence of the requisite Bid Security and such other details as the Employer, at his discretion may consider appropriate will be announced at the Bid opening.

Envelope No. 3 : Shall contain the sealed price Bid. Envelope No.3 of only those bidders whose bid is found to be generally in order and substantially responsive shall be opened either at the Bid opening or at a subsequent date to be intimated in advance to such eligible Bidders.

11.5 Only summary of prices quoted by the Bidders will be read out.

11.6 The Bid of any Bidder who has not complied with any of the instructions contained herein may not be considered.

On the due date and appointed time as specified in this document and as published in the NIT, the representatives of the HSCC will open the bids in presence of the Bidders or their representatives, if any, and will make a comparative chart of the technical part of the offers, to examine and determine the parties who qualify in the PQ for further consideration.

- 11.7** The bidders who qualified in the PQ will be invited to attend the Price Bid Opening. The Price Bids will be opened in presence of the bidders or their representative, if any.

12. Award of Contract

The Employer will award the Contract to the L1 agency. However, HSCC is not bound to award the contract to the L1 agency.

13. Service Execution Procedure

- 13.1** Upon award of the contract, the Agency will submit the agreement as is tender document in Rs.100/- non-judicial stamp paper.
- 13.2** Since the printing of annual report is a time-bound work, the approved supplier has to execute the work within 07 days from the date of approval of final dummy/proof.
- 13.3** The Agency will provide to the HSCC's representative as many draft/designs including the cover page design as discussed of the annual report for final approval of the competent authority of HSCC. However, the proof checking is the responsibility of bidder.
- 13.4** The Agency will get the satisfaction report from the representative of the HSCC for the work execution at different stages like draft 1, draft 2 and the final draft and thereafter get the annual report printed with the given specifications.
- 13.5** The first draft of the report including chosen photographs should be submitted in dummy book format within 07 days from the date of handing over the material from the HSCC. Consequent drafts as per the requirement of the representative of the HSCC should be provided as and when desired.

- 13.6** Finally, a total satisfaction report should be obtained by the Agency from the person in charge of Publication of the HSCC before raising the bill to the HSCC. This certificate should also contain the certificate of delivery of final output within the time period specified.
- 13.7** The printer has to submit soft copy of the full final version of the annual report to HSCC along with final delivery of the printed reports.

14. Liquidated Damages

- 14.1** Printing of Annual Report is a time bound job having statutory implications. Failure in any respect will have a bearing on the image of HSCC as such printer shall be liable for any delay and bound to comply with the time frame laid down by HSCC in execution of the job. In case of any violation, HSCC has every right to initiate appropriate action against the printer.
- 14.2** If the Agency fails to provide services as per the requirement and time limit specified in this tender document, the HSCC shall be at liberty to engage any other suitable agency/organization to get the work completed and the excess cost incurred on engagement of such agency/organization shall be recoverable from the Agency.
- 14.3** In the event of such a situation as mentioned in clause 2.5 above, the Security Deposit of the Agency will be forfeited.
- 14.4** Since the printing of annual report is a prestigious and time-bound work, the approved printer should take all precautions to avoid any delay in executing the work. In the event of any delay caused in supplying the reports, penalty will be imposed per each day's delay on the total cost of the order as follows:
- (i) Up to 5 days @2%
 - (ii) Above 5 days and up to 15 days @5%
 - (iii) Above 15 days and up to one month @10%

15. Payment

- 15.1** No advance payment will be made by HSCC to the Agency.

15.2 The HSCC shall release the payment to the Agency only after successful completion and supply the desired no. of copies of the Annual Report and submission of bill.

15.3 The Bill for payment should be accompanied by a satisfaction report from the officer/s in charge of Publication.

15.4 Penalty for sub-standard/late supply etc, of any will be deducted from the final Bill as per the existing HSCC norms or as decided by DGM (HRM), HSCC.

15.5 All statutory deductions to be made from the bill as per relevant laws.

16. Quality of Output

16.1 It will be the responsibility of the Agency to maintain the expected standard of the Annual Report.

16.2 The Agency should maintain the quality as specified in the specification of work quality in the document.

17. Period of Delivery of Final Output

17.1 The Agency will complete the work and supply the final output within 07 days from the date of approving the final proof and placing the work order accordingly.

17.2 A delivery receipt from the concerned department of HSCC will be obtained by the Agency stating that the final output is delivered within the period of delivery as mentioned in the work execution procedure of this tender document.

18. Tender validity: Three months from the date of opening of Bids.

SECTION 2

TECHNICAL SPECIFICATIONS (No. HSCC/HRM/NIT/2012/Annual Report 2011-12)

- 1.1** The work involves conceptualization, layout and DTP for the Annual Report with single piece planning.
- 1.2** The Agency should conceptualize the ideas and themes, develop the design, take necessary quality photographs, print the Report with the specifications and deliver the final output within the period of time specified in this tender document.
- 2.** The final output should be ready for supply at HSCC within 07 days from the date of approval of final proof of the text material and issue of the Supply order accordingly.
- 3.** The Agency would have to provide their similar work samples (at least two) Annual Reports of reputed similar Company for the selection process along with their Tender.
- 4.** HSCC expects that the final output should be similar to that of leading similar Company in presentation and concept.
 - 4.1.** The Agency needs to present at least two concepts or ideas for the Report before the designated officer/s of HSCC and get the matter cleared from the officer/s in charge of Publication.
- 5.** Copy of Registration under Shops & Establishment Act.
- 6.** Sample of cover pages, inner pages as per the prescribed GSM to be attached with seal & signature with Tech. Bid.
- 7.** EMD of Rs.5,000/- and Cost of Tender Form of Rs.500/- to be attached by Demand Draft drawn from a Nationalized Bank.
- 8.** The paper of following mills shall only be used while printing the Annual Report :

For inside text pages (175 GSM Cream Wove Paper):

- (a) M/s J.K. Paper Ltd.
- (b) M/s Tamil Nadu Newsprint & Papers Ltd.
- (c) M/s Century Paper Mills
- (d) M/s Hindustan Paper Corporation
- (e) M/s Ballarpur Industries Ltd.

For inside Pages

pages (175 GSM Art Paper Imported Matt/Glossy)

For 4 Cover Pages

300 GSM Art Paper of Imported Matt/Glossy.

- 8.1.** Proof of purchase of Paper of the Mills specified in the tender enquiry to be submitted by the printer at the time of inspection of paper in their premises before the commencement of the job. A certificate in this regard to be submitted along with the bill.
- 8.2.** Samples of each variety of paper should be submitted along with the Technical Bid duly stamped and signed by the authorized representative of the printer. Name of the mill and GSM be mentioned clearly for verification.
- 9.** The printing specifications are as follows:
(Designing, printing and supply – single piece planning. Entire cover and inner pages in multi colour offset printing with colour photographs, charts etc. on cover and inner pages and design. Lamination of cover pages and perfect binding and creasing.
Size : 11.75" x 8.5" Total number of pages (Approx.) : 48 inner pages+4 cover Pages (Increase/decrease In No. of inner pages possible).
Printing quality : High quality multi colour 48 output Offset printing (Single Piece planning).
Inner pages : 175 GSM High Quality White Imported Paper – Matt/Glossy.
Cover page : 300 GSM Imported matt Finish Art paper (with Lamination).
Total Quantity of the Report : 750 Nos.

(Out of 750 copies, 600 copies should be supplied in English version and 150 copies should be supplied in Hindi version with separate cover pages for both).

Signature of the bidder : _____

Name of the bidder : _____

Address of the bidder : _____

Section – 3

(Covering Letter)
(On Official Stationery of the bidder)

(No. HSCC/HRM/NIT/2012/Annual Report 2011-12)

No.

Dated

To
The Dy General Manager (HRM)
HSCC (India) Ltd
E-6 (A), Sector-1
Noida –201301

Subject: Tender for Rate Printing of Annual Report
(No HSCC /HRM /NIT/2012/Annual Report 2011-12)

Sir,

With reference to HSCC NIT (No. HSCC/HRM/NIT/2012/Annual Report 2011-12) for Printing of Annual Report 2011-12, we hereby enclose the rate quotation in the prescribed proforma. We have the facility to execute this work and also have similar work experience.

We have read all the terms & conditions and accept the same.

Yours faithfully,

Name
Address

Tel./Fax/Mob. No.
Contact Person
Dated
Seal of the Firm

HSCC (INDIA) LIMITED
(A Government of India Enterprises)
E-6(A), Sector-1, Noida (U.P)-201301

TENDER

FOR

“PRINTING & SUPPLY OF ANNUAL REPORTS 2011-12”

Tender No: HSCC/HRM/NIT/2012/Annual Report 2011-12

Volume - II

○ **Price Schedule**

August -2012



HSCC (INDIA) LTD.
(CONSULTANTS & ENGINEERS FOR MEGA HOSPITALS & LABORATORIES)
E-6(A), sector-1, NOIDA(U.P) 201301 (India)

Phone: 0120-2542436-40

Fax: 0120-2542447

FINANCIAL BID FORMAT

(No. HSCC/HRM/NIT/2012/Annual Report 2011-12)

SI.No. Specifications for printing and supply of Annual Report
Quantity : 750 (150 Hindi &
600 English)

Rate in Rupees per copy (Rs.)

Total amount for 750 copies (Rs.)

1. Designing, printing and supply of Annual Report
(Designing, printing and supply – single piece planning. Entire cover and inner pages in multi colour OFFSET printing with colour photographs, charts etc. on cover and inner pages and design.

Lamination of cover pages and perfect binding and creasing. Size : 11.75" x 8.5"

Total number of pages (Approx.) : 48 inner pages+4 cover pages (Increase/ decrease in no. of inner pages possible).

Printing quality : High quality four colour offset printing (Single piece planning).

Inner pages: 175 GSM High Quality White Imported Paper Glossy

Cover page : 300 GSM Imported matt finish Art paper (with lamination of cover pages)

Total Quantity of the Report : 750 Nos.

(Out of 750 copies, 600 copies should be supplied in English version and 150 copies should be supplied in Hindi version with separate cover pages for both.). Soft copy of the printed report should be provided to HSCC for uploading in the website.

2. In case of increase/decrease of inner pages, rate per page for 750 copies. Each page:
3. In case of increase/decrease of number of copies, rate per copy
Each copy: