

**HSCC (INDIA) LTD.
NOIDA**

PR DEPTT.

HSCC/Company Brochure/2015

March 03, 2015

Sub.: NIT for Designing, Printing & Supply of 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.)
Tender for Designing, Printing & Supply of a) Company Brochure	One Time (30 days from the date of award work)	2,00,000/-	13.03.2015 Upto 2.30 p.m.	13.03.2015 03.00 p.m	Rs. 1000/-	Rs. 5000/-

1. The validity of Bid Security/EMD in the form of Bank Guarantee (BG) will be considered from the original due date of bid submission i.e. 13.03.2015.

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

Others terms and conditions of the Tender shall remain unchanged.

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



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S.No.	Description	Approx. Qty per issue	No. of Issue	Period of contract
	Designing, Printing and Supply of Company Brochure in multicolor printing A4 size including photograph on glossy art paper - 20 Inner pages 170 gsm Magno Matt per booklet - 4 Cover pages with 300 gsm Magno Matt with Superior quality Lamination	2000	Single	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		

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Instructions to the Bidders

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

PART A (TECHNICAL BID) should contain only Technical/General Data regarding the company and should include the information as per **Annexure “A”** including original EMD draft of Rs.5000/- (Rs. Five thousand only) and non-refundable cost of bid of Rs. 1,000/- (Rupees one thousand only) in favour of HSCC (I) Ltd payable at Delhi/Noida.

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

Part A : Technical Bid

Envelope – 1

The required documents as per Annexure – A should be submitted to DGM (PR) in separate sealed envelope (1) **on/before the date and time fixed for opening of bid, failing which the bid will be declared non-responsive.** The envelope to be super scribed as : **Part A : Technical Bid** for Designing, Printing and Supply of Company Brochure. The envelope should also contain :

- 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.

Part B : Commercial Bid

Envelope – 2

The Commercial Bid as per Annexure “B” in a separate sealed envelope should be submitted to DGM (PR) in a separate envelope (s) **on/before the date and time fixed for opening of bid, failing which the bid will be declared non-responsive.** The seavenvelope to be super scribed as : **Part B : Commercial Bid** for Designing, Printing and Supply of Company Brochure.



The bidders are to submit both Envelope – 1 and Envelope – 2 in an envelope Superscripting Part A : Technical Bid and Part B Commercial bid for Designing, Printing and Supply of Company Brochure.

The bidders are required to submit the following in original to DGM (PR), HSCC (India) Ltd. before 14.3.2014, 3.00 p.m. :

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.:Tender for Designing, Printing & Supply of Company Brochure

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

1. Technical Bid – A

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 :

Company Brochure : Rs. 2,00,00/- (Rupees two lakhs only) (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) to be submitted. 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.
- 8) Bank Draft/Bankers Pay Order of Rs. 1000/- (Rupees one thousand) – Non-refundable, as document fee in favour of HSCC (India) Ltd. should be submitted alongwith Technical Bid.

Dy. General Manager (PR)

Annexure “B”

Sub.: NIT for Designing, Printing & Supply of 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 <ul style="list-style-type: none"> - 20 Inner pages 170 gsm Magno Matt Paper per booklet - 4 Cover pages with 300 gsm Magno Matt Paper with Superior quality Lamination 	Booklet	2000 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 1000.

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)

CHECK LIST				
	Name of the bidder			
		Reference (page)	Mode of Submission	Page
	Part – A : TECHNICAL BID (separate sealed envelope– 1) should contain the following			
1.	Original Non-refundable Demand Draft Rs. 1,000/- (Cost of Bid Document)	2	In Original	2
2.	Original EMD of Rs. 5,000/- in favour of HSCC (India) Ltd., payable at Noida/New Delhi	2	In Original	2
	Annexure - A			4
	Name of the Document			4
1.	Company Profile	4		4
2.	List of Clients	4		4
3.	Average Annual Turnover for 3 years	4		4
	2013-14			4
	2012-13			4
	2011-12			4
4.	Similar Experience	4		4
5.	Proof of Printing facilities	4		4
6.	Power of Attorney for signing the bid	4		4
	Part – B : COMMERCIAL BID (separate sealed envelope– 1) should contain the following :			
1.	Company Brochure : Annexure – B	5		5
<p>Note : Envelope 1 and Envelope 2 to be placed in a sealed envelope marked Tender for Designing, Printing and Supply of Company Brochure and submitted to DGM (PR), HSCC (India) Ltd., E – 6 (A), Sector – 1, Noida – 201 301 on or before the date and time fixed for opening of bid either by registered post or by hand failing which the bid will be declared non-responsive.</p>				