



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

HSCC/In-House Journal/2011

02.11.2011

**Sub: Notice Inviting Tender for Printing & Supply of HSCC (I) Ltd's
In-House Journal (Aaina)**

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

Sl.No	Description	Approx. Qty per issue	Max no of issues in a year	Period of contract
1	Designing, Scanning and DTP for printing of In-House journal (Aaina) in multicolor printing A4 size including photograph on glossy art paper 130gsm, 20 pages per booklet	350	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	Increase of pages in multiples of 4 pages (Your are requested to quote for deletion of pages in multiple of 4 pages)			

PART A (TECHNICAL BID) should contain only Technical/General Data regarding the company and should include the information as per **Annexure "A"** including EMD of Rs.5000/- in favour of HSCC (I) Ltd by way of Demand Draft payable at Delhi/Noida.



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

The quotation in separate sealed envelopes viz. **Part A (Technical Bid)** duly superscribing “**HSCC-In-house Journal – Technical Bid and Part B (Commercial Bid)**” duly superscribing “**HSCC-Inhouse Journal – Commercial Bid**” should be submitted before **3.00 PM** on or before **14.11.2011** to the following address:

**The Senior Manager (PR)
HSCC (I) Ltd
E-6(A), Sector-1
Noida (U.P)-201301**

The bids (Technical and Commercial Bids) which are not submitted in a separate sealed envelope will be summarily rejected.

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.

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 collect the sample of the journal from the **Sr Manager (PR), HSCC (I) Ltd, E-6(A), Sector-1, Noida (U.P)** before quoting.

Senior Manager (PR)



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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. 5.0 crores, supporting documents i.e., audited balance sheet & profit & loss statement to be enclosed.
- 4) Experience for having done similar printing job/work done, 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 enclosed along with technical bid. The tenders submitted without EMD will be summarily rejected.

Senior Manager (PR)



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Annexure "B"

PART 'B' (Commercial Terms & Conditions)

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, Scanning and DTP for Printing & Supply of In-House Journal (Aaina) in multicolor printing A/4 size including Photograph on glossy art paper 130gsm , 20 pages per booklet	Booklet	350 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 deletion of pages in multiple of 4 pages)	Unit Rate for multiple of 4 pages to be quoted			

Note: The rate quoted should be inclusive of taxes, duties, freight.

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 350 per issue.

The Quoted price/rate should be firm and valid for One Year.

Payment terms: 60 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.

Senior Manager (PR)



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HSCC/HRM/NIT/2010/AR

02.11.2011

Tender Notice for printing of In-house Journal

HSCC invites sealed tenders from **NCR based** Offset Printers for designing & printing of the House Journal of HSCC latest by **3.00 pm** on **14.11.2011**. 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.

Sr Manager (PR)



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