

HINDUSTAN PREFAB LIMITED

JANGPURA: NEW DELHI – 110014

HPL/PR/61st AR/13-14/02

Dated: 25th August,2014

SUB: - DESIGNING & PRINTING OF 61st ANNUAL REPORT FOR THE YEAR 2013-14.

Sealed quotations are invited in Two bid system (Earnest money, tender with Technical Bid and Financial Bid in separate envelopes for designing, composing, processing, printing and supply of the Annual Report of our Company as per under mentioned specifications:

1. Size 28cms.x 22cms
2. No. of pages 90+4 cover pages (approx.)
(20 pages in four colours and 74 pages in single colour) approx.
3. No. of Photograph (coloured) : 44 Nos.
4. Printing Both English and Hindi Reports to be Printed separately. Cover page common for both the reports.
5. Paper (i) 135gsm. Mat finish Art Paper for text.
(ii) 210gsm. Mat finish Art Paper for cover pages.
6. Lamination Outer cover to be laminated.
7. Binding Properly Side stitched.
8. No. of Copies **300 Nos. in English and 100 Nos. in Hindi**
9. Cover page will be designed as per HPL's requirement and nothing extra will be paid for Scanning of photographs & designing of cover page. Printer shall provide suggestive two or three design covers for approval, within 07 days of placing of order.
10. Quotations: Lumpsum F.O.R. rate should be quoted for **400 copies** and printed reports should be delivered at HPL, Jangpura, New Delhi- 110014. Your representative will collect all material to be printed from HPL including proof, reproof and final proof approval for printing.
11. Taxes: DVAT & any other taxes as applicable should be specifically mentioned in the Bill. TDS- will be deducted as per provisions of DVAT Act. 2004 and income / Tax Act. 1961. Bidder shall be required to provide TIN No. & Statutory forms as per DVAT Act 2004. HPLs TIN No. is 07050022027.

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12. Rates for additional/reduced pages of 04 coloured as also one coloured of the Annual Report and additional/reduced photographs should also be mentioned separately.
13. Validity of rates: The rates quoted should be valid for **90 days**.
14. Tender documents can be had from the office of PR division at Hindustan Prefab Limited, Jangpura, New Delhi -14 any working days from 25/08/14 to 10/09/14 (upto 12.00 Noon) on payment of Rs.500/- (Rs five hundred only) in cash/demand draft in favour of HINDUSTAN PREFAB LIMITED payable at New Delhi as cost of tender (NON-REFUNDABLE).

Alternatively, the interested parties can download the complete tender documents from HPL's website www.hindprefab.org . Tenders downloaded from accompanied with the tender cost of Rs.500/- in the form of Demand Draft in favour of HINDUSTAN PREFAB LIMITED & payable at New Delhi.

15. EMD: **EMD of Rs. 2500/-** shall be deposited in shape of DD in favour of **M/s Hindustan Prefab Limited payable at New Delhi**. Earnest Money can also be deposited in Demand Draft or cash and cash receipt thereof shall accompany the tender / quotation.

The Earnest money deposited of unsuccessful Bidders shall be refunded within 30 days from the date of deposit of the amount.

The EMD deposit will be forfeited in case the Bidder withdraws his offer before finalization of the tender.

EMD of successful tenderer will be adjusted against Security Deposit.

16. Payment Terms: 90% payment will be made within 30 days of receipt of material i.e. Annual Reports complete in all respect and 10% will be retained as Security Deposit and will be released after 60 days from the date of handing over of Annual Reports to HPL.
17. Execution: (i) Entire work to be completed within THREE WEEKs from the date of Collection of typed manuscript from HPL. Further printed and laminated reports (both English and Hindi copies) should be delivered to HPL within seven days of clearing the final proof.

The printer should provide atleast 3 or 4 proof for corrections on immediate basis before final proof duly got approved for printing purpose and nothing shall be paid extra for providing proofs for corrections.

18. Quality & time is essence of the contract: if work is delayed, penalty @ 1% of awarded Value for per week of delay shall be charged. If any printing mistakes noticed after approval of final proof. Penalty of Rs. 500/- per mistake can be levied.
19. In case, it is desired to see the specimen of last year report of the company, the / same can be seen in our office on any working day from 10.00am to 4.00pm.

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20. Sealed quotations duly addressed to the undersigned should reach this office on 10th Sept. 2014 at 2.30pm and the same will be opened at 3.00 pm on the same day. Bidders are required to provide sample of papers alongwith quotations.
21. The management reserves the right to reject any or all quotations without / assigning any reason thereof.
22. Bidders are required to send, in a separately cover, specimen of the latest/multi- / coloured Annual Reports/Brochure etc. printed by them.
23. Eligibility criteria: Those printers who are doing similar works having complete Infrastructure can only quote for the work and they should provide documents in support of their capacity.

24. Mode Of Submission:

The tender is to be submitted in two separate sealed covers as under:-

Envelope I:-

EMD and cost of tender documents. as specified and Supporting Documents as per Eligibility Criteria.

Envelope II :

This envelope shall be properly sealed and superscribed as “ Envelope - II indicating the NIT No., due Date, Name of Work, Name of Tender, agency should be addressed to HINDUSTAN PREFAB LIMITED, JANGPURA, NEW DELHI -14. Financial Bid/Sealed Quotations

All the two sealed envelopes shall be wrapped in an outer envelope. The Financial bid / Quotations of only those parties will be opened who have successfully qualified the Eligibility Criteria and deposited EMD as specified above.

- i) Sealed tender is to be dropped in the Sealed Tender box kept in the office at 1st floor, HPL, Jangpua, New Delhi -110014.
 - ii) Each page of the tender offer must be signed by the Bidder or authorized signatory on behalf of the Bidder.
 - iii) Rates must be quoted both in figure and words. Use of cutting and overwriting should be avoided. Use of fluid is not allowed.
 - iv) Conditional tender shall not be accepted.
 - v) **Envelope-II** containing quotation shall be opened of only those tenderor who have complied with the requirement of Envelope - I
25. Last Date of Receipt of Quotations is 10th Sept.2014 upto 2.00 pm and same shall be opened on same day at 3.00pm.

ARBITRATION:

"Except where otherwise provided for in the contract, all questions and disputes relating to the meaning of specifications, design, drawings and instructions herein before mentioned and as to the quality of workmanship, materials used in the work or as to any way arising out or relating to the contract design, drawings, specifications, estimate, instructions order or these conditions or otherwise concerning the work or the execution or failure to execute the same whether arising after award of work or during the progress of the work or after the completion of work or abandonment thereof shall be referred to the CMD of HPL who will appoint the Sole arbitrator or re-appoint another person on transfer or vacation of office or unable to act as Arbitrator in place of the original Arbitrator. There will be no objection if the arbitrator so appointed is an employee of HPL and he had to deal with matters to which the contract relates and in the course of his duties as such he had expressed views on all or any of at the matters in dispute or difference.

Subject to as aforesaid the provisions of the Arbitration and Conciliation Act, 1996, or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration. The venue of arbitration shall be such place as may be fixed by the arbitrator in his sole Discretion."

For and on behalf of **HINDUSTAN PREFAB LIMITED**

I have read and do hereby agree to the terms & conditions as stated above and overlaid & will execute a contract whenever required to do so by HPL.

Contractor/Supplier:

Prop/Partner/Authorized Attorney.