

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

HSCC/HRM/NIT/07

15.11.2007

Notice Inviting Tender for printing of Diaries and Desk Calendars

Sealed tenders are invited for printing of Executive Diary, General Diary, Multi-colour Desk Calendars for 2008. Details about specifications, layout, designs, technical details as well as terms and conditions are available on HSCC website www.hsccltd.com. Interested printers having adequate experience and expertise in the respective field may submit the sealed tender to the undersigned on or before **28.11.2007**.

CGM (HRM & Legal)

TENDER DETAILS
Executive Diary/General Diary/Desktop Calendar – 2008

SCOPE OF WORK

1. **Designing and printing of HSCC General Diary – 2008 : 500 nos**
2. **Designing and printing of HSCC Executive Diary- 2008 : 500 nos**
3. **Desktop Calendar -2008 : 400 nos**

Sample diary & desktop calendar should be collected from HRM Department, before quoting the bid.

The bidder should submit another sample, as specified in the sample diary and samples of desktop calendars along with the tender document.

Bids without sample as specified shall be rejected.

TERMS AND CONDITIONS FOR DIARIES

1. Rate should be quoted on per piece basis
2. Rates quoted should be inclusive of all taxes, cost of packing, forwarding and freight, art work, designing and delivery at HSCC Corporate Office, Noida
3. The tender should be accompanied by the following:
 - a. Sample diaries (both Executive & General)
 - b. Copy of certified audited balance sheet for the last 3 years
 - c. Copy of PAN & Service Tax Registration certificate
 - d. **Rs.5000/-** as EMD by Demand Draft drawn on Delhi/Noida, favouring "HSCC (India) Ltd". The EMD is refundable to the unsuccessful tenderers. In case of successful tenderer, the EMD will be retained as Security Deposit till satisfactory completion of the job and delivery of Diaries.
4. Before final printing, proof copy in final form has to be approved by the Management and approval obtained in writing failing which HSCC will not be bound to accept the Diaries in case there is/are printing mistake(s).
5. In the event of failure to supply the articles within the stipulated date/time conforming to the approved specification or refusal to undertake the work allotted, the earnest money which is retained as security deposit shall be forfeited and work order will be cancelled.
6. Request for enhancement of rates during the contract period shall not be considered under any circumstances.
7. The tender should be addressed to the CGM (HRM & Legal), HSCC (India) Ltd, E-6 (A), Sector-1, Noida (U.P)-201301 by the designation only. The work "**Tender for printing of HSCC Diary-2008**" should be clearly written on the sealed cover containing the tender.
8. All tenders must reach on or before **2.00 PM** on **28.11.2007** during working hours and will be opened on **29.11.2007** at **3.00 PM** in the presence of tenderers who wish to be present.
9. HSCC is not bound to accept the lowest tender and reserves the right to accept or reject any tender or all tender without assigning any reason thereof.
10. Delivery of the articles in good condition must be made on or before **14.12.2007**.
11. The tender issuing authority reserves the right to make their own suggestion/ additions/ alterations.

TERMS AND CONDITIONS FOR DESKTOP CALENDAR

1. Rate should be quoted for first 400 calendars and every subsequent 100 copies separately.
2. Rates quoted should be inclusive of all taxes, cost of packing, forwarding and freight, art work, designing and delivery at HSCC Corporate Office, Noida
3. The tender should be accompanied by the following:
 - a. At least two sample Desk Calendars
 - b. Copy of certified audited balance sheet for the last 3 years
 - c. Copy of PAN & Service Tax Registration certificate
 - d. Rs.5000/- as EMD by Demand Draft drawn on Delhi/Noida, favouring "HSCC (India) Ltd". The EMD is refundable to the unsuccessful tenderers. In case of successful tenderer, the EMD will be retained as Security Deposit till satisfactory completion of the job and delivery of Desktop Calendars.
4. Before final printing, proof copy in final form has to be approved by the Management and approval obtained in writing failing which HSCC will not be bound to accept the calendars in case there is/are printing mistake(s).
5. In the event of failure to supply the articles within the stipulated date/time conforming to the approved specification or refusal to undertake the work allotted, the earnest money which is retained as security deposit shall be forfeited and work order will be cancelled.
6. Request for enhancement of rates during the contract period shall not be considered under any circumstances.
7. The tender should be addressed to the Chief Gen Mgr (HRM & Legal), HSCC (India) Ltd, E-6 (A), Sector-1, Noida (U.P)-201301 by the designation only. The work "**Tender for printing of HSCC Desktop Calendar-2008**" should be clearly written on the sealed cover containing the tender.
8. All tenders must reach on or before **2.00 PM** on **28.11.2007** during working hours and will be opened on **29.11.2007** at **3.00 PM** in the presence of tenderers who wish to be present.
9. HSCC is not bound to accept the lowest tender and reserves the right to accept or reject any tender or all tender without assigning any reason thereof.
10. Delivery of the articles in good condition must be made on or before **14.12.2007**.
11. The tender issuing authority reserves the right to make their own suggestion/ additions/ alterations.

Price Bid

[Printing and Supply of Executive & General Diary 2008]

SI No	Item	Quantity	Rate per * Diary (In words & figures)	Total Amount (Rs.)
1	Printing & Supply of Executive Diary as per specifications	500		
2.	Printing & Supply of General Diary as per specifications	500		

(*) Inclusive of all the taxes and duties, etc.

I / We agree to undertake the work subject to terms and conditions stipulated at the rates quoted above.

Date:

**SIGNATURE
Name and Seal of firm**

(This format shall be sent in a separate sealed cover superscribing - "PRICE BID FOR PRINTING OF EXECUTIVE & GENERAL DIARY 2008)

Price Bid

[Printing and Supply of Desktop Calendar 2008]

SI No	Item	Quantity	Rate per * Calendar (In words & figures)	Total Amount (Rs.)
1	Desktop calendar as per specification	400		
2	For every subsequent 100 nos			

(*) Inclusive of all the taxes and duties, etc.

I / We agree to undertake the work subject to terms and conditions stipulated at the rates quoted above.

Date:

SIGNATURE
Name and Seal of firm

(This format shall be sent in a separate sealed cover superscribing - "PRICE BID FOR PRINTING OF DESKTOP CALENDAR 2008)