



## **Request for Proposal (RFP)**

**For**

**Printing of Annual Report of PFC for the year 2017-18**

## **INVITATION TO BIDS**

**Reference Number: 1/03/210/PR/2018-19 dated 08.05.2018**

**POWER FINANCE CORPORATION LIMITED**

**(A Govt. of India Undertaking)**

**Corp. Office: Urjanidhi, 1 Barakhamba Lane, Connaught Place,**

**New Delhi-110001, India**



Ref. No.1/03/210/PR/2018-19

Date: 08.05.2018

To  
All Eligible & Interested Printers

**Subject: Printing of Annual Report of PFC for the year 2017-18.**

Dear Sir,

Power Finance Corporation Ltd., a Govt. of India Undertaking under the Administrative Control of Ministry of Power, intends to invite E-Tenders for **“Printing of Annual Report of PFC for the Financial Year 2017-18”** through single stage two envelope method as per details furnished below:

Cost of Tender Document	₹2000/-
Earnest Money Deposit in the form of DD	₹ 3,50,000/- (Rupees Three Lakh Fifty Thousand only)
Availability of RFP at <a href="https://www.tcil-india-electronictender.com">https://www.tcil-india-electronictender.com</a>	15 <sup>th</sup> May, 2018
Date of commencement of sales of Offer Document	16 <sup>th</sup> May, 2018
Last date of sale of RFP(from <a href="https://www.tcil-india-electronictender.com">https://www.tcil-india-electronictender.com</a> )	29 <sup>th</sup> May, 2018 upto 10:30 AM
Last date & time for receipt of Bid through e-portal (on <a href="https://www.tcil-india-electronictender.com">https://www.tcil-india-electronictender.com</a> )	29 <sup>th</sup> May, 2018 upto 11:00 AM
Date & Time of Opening of Techno-Commercial Bids through e-procurement	29 <sup>th</sup> May, 2018 at 11:30 AM
Date & time of Opening of Price Bids	To be intimated later on to eligible bidders.
Place of submission of Bids	<a href="https://www.tcil-india-electronictender.com/">https://www.tcil-india-electronictender.com/</a>
Address for communication	PFC Ltd. 1, Urjanidhi, Barakhamba Lane, CP, New Delhi
Contact No.	Tel. No. 011- 23456726

**Description of Tender Documents to be submitted through E-Tendering Mode**  
**Technical Bid**

Sr. No.	Description	Documents to be uploaded
1	General Terms & Conditions	Annexure I Technical - Scanned copy through e-tendering.
2	Special Conditions	Annexure II Technical - Scanned copy through e-tendering.
3	Technical Specifications For Printing of Shareholders' Version of Annual Report	Annexure III Technical - Scanned copy through e-tendering.



4	Technical Specifications For Printing of Deluxe Version of Annual Report	Annexure IV	Technical - Scanned copy through e-tender
5	<b>2 (two) separate Demand Drafts / Bankers' Cheques</b> towards the following: i. EMD of ₹3,50,000/- ii. Tender Document Cost (non-refundable) - ₹2,000/-		Physical Copies to be submitted
6	<b>Format for Quoting Rates</b>  Consolidated Cost Statement for Printing of Annual Report (Shareholders' Version)  Unit Rates for Addition/Deletion of pages and Printing of additional copies of Annual Report (Shareholders' Version) i.e. Annexure V-A (i)  Consolidated Cost Statement for Printing of Annual Report (Deluxe Version)  Unit Rates for Addn./ deletion of pages and Printing of additional copies of Annual Report (Deluxe Version) i.e. Annexure V-B (i)	<b><u>Annexure V-A</u></b>  Page 1 (Shareholders' Version)  Page 2 (Shareholders' Version)  <b><u>Annexure V-B</u></b> Page 1 (Deluxe Version)  Page 2 (Deluxe Version)	<b><u>To be submitted only through E-tendering</u></b>  <b>(Financial Bid)</b>  <b>Note:</b> It is mandatory to quote the rates in Annexure-V-A & V-B (both), failing which the bids shall be rejected outright.

This tender is being called through e-tendering process; bidders are requested to register themselves at <https://www.tcil-india-electronictender.com> for participation in the tender and procure the tender documents from the above website before the last date of sale of tender documents and submit the bid online through <https://www.tcil-india-electronictender.com>.

In order to ensure timely submission of bid along with requisite documents, bidders are advised to go through the tender in details (for which a free copy is available on [www.pfcindia.com](http://www.pfcindia.com), [www.eprocure.gov.in](http://www.eprocure.gov.in) and further, in case, they wish to seek any information/enquiry relating to this tender they can contact the undersigned at 011-23456000/23456743 on any working day (Monday to Friday) between 10.00 AM and 04.00 PM or may contact e-tender helpdesk of TCIL for any assistance in regard to submission / upload of e-tenders at 011-**26202699**.

Changes, if any, in the date of opening of Technical Bid etc., will be intimated to the bidders. Please submit your competitive offer as per the details furnished above.



**Physical copies of only the following shall be accepted in separate sealed envelopes:**

1. Tender Document Fee of ₹2000/-
2. EMD of ₹3,50,000/-
3. Pass Phrase for opening Technical Bid
4. Pass Phrase for opening Financial Bid

The above hard copies are to be put in a sealed envelope and super-scribed as “Bid Documents for printing of Annual Report of PFC for Financial Year 2017-18” and submitted before the stipulated date/time as indicated above. The envelope will be addressed to:

AGM (PR),  
Power Finance Corporation Ltd.  
“Urjanidhi”, 1 Barakhamba Lane, Connaught Place,  
New Delhi-110001

The above sealed envelope is to be dropped in the Tender Box, placed on the **Ground Floor**, PFC (near the Reception) before the last date /time as mentioned above.

Thanking you,

Yours faithfully,  
Sd/-  
**(S.S. RAO)**  
**AGM (PR)**



**GENERAL TERMS AND CONDITIONS**

**1.0 DEFINITION OF TERMS**

- 1.1 PFC shall mean “POWER FINANCE CORPORATION LTD.” having its Corporate office at “**Urjanidhi**”, **1 Barakhamba Lane, Connaught Place, New Delhi-1**
- 1.2 Contractor/Agency/Firm means the bidder whose bid will be accepted by PFC and shall include such successful bidder / its legal representatives, successors, etc.
- 1.3 EMD shall mean Earnest Money Deposit.
- 1.4 Security Deposit shall mean Security Deposit against Contract awarded.
- 1.5 Please note that a penalty of ½% of total job value shall be deducted for gross mistakes like omissions of figures / text and mistakes in the final version of Annual Reports provided by the printer. Hence, the selected Printer shall be required to double-check the Reports before dispatching the same to PFC
- 1.6 Bidder shall mean any applicant who is submitting the tender in reference to this document.
- 1.7 **Specification means the bid documents/standard that prescribes the requirement with which service has to conform.**

**2.0 RECEIPT AND OPENING OF TENDERS**

- 2.1 Tenders duly filled in, will be received up to and opened on the date and time indicated in the cover letter of this NIT. The tenders will be opened and the bidders or their authorized representative may, if they so desire be present at the time of opening of tenders.
- 2.2 If due date of receipt of tenders and/or that of opening of tender happens to be a closed day(s), the tenders would be received and opened on the next working day but the time of receipt and of opening will be remain the same.
- 2.3 PFC reserves the right to postpone and/or extend the date of receipt/opening of tenders or to withdraw the tender notice, without assigning any reason thereof. In such a case the bidders shall not be entitled to any form of compensation from the Corporation.

**2.4 PROCEDURE FOR APPOINTMENT**

- a) “Offer Document” can be viewed at PFC's Website <http://www.pfcindia.com> or on [www.tenders.gov.in](http://www.tenders.gov.in) from 27<sup>th</sup> April, 2018 onwards. Please note that this tender is being called through e-tendering process; bidders are requested to register themselves at <https://www.tcil-india-electronictender.com> for participation in the tender and procure the tender documents from the TCIL website before the last date of sale of tender documents and submit the bid online through <https://www.tcil-india-electronictender.com>.



Agency details (Technical Proposal) and Financial Proposal are to be submitted through E-tendering process as per the procedure indicated in 'Annexure-VII'.

### **3.0 PREPARATION OF TENDER**

3.1 The Bidders are required to submit the completed tender documents only after satisfying each and every condition laid down in the tender documents.

3.2 In case of discrepancy between the words and the figures the rates indicated in words shall prevail. All overwriting/cutting, insertions shall be authenticated and attested.

### **4.0 SUBMISSION OF TENDERS**

4.1 **Through E-tendering mode. Details of hard copies that are accepted through physical mode are already indicated in the cover letter of this NIT.**

4.2 Please note that PFC would not be responsible for any misplacement/loss/late receipt of a tender.

4.3 Only the complete tenders received on or before the due date and time shall be considered. Telegraphic/Fax offers/incomplete offers and offers received after due date and time shall not be considered.

4.4 Tenders should be submitted and signed by a duly authorized person, giving full name of the firm with its current business address.

4.5 PFC reserves the right to reject any or all tenders without assigning any reasons whatsoever.

4.6 The quotation shall be valid for a period of at least 6 (six) calendar months from the date of opening of the tenders.

4.7 The bidders should satisfy themselves before submission of the tender to PFC that they meet the qualifying criteria and capability as laid down in the tender documents.

### **5.0 COST**

5.1 Bidders are required to quote firm prices. No cost escalation shall be accepted for payment of hiring of plants /services unless specifically mentioned by PFC in the Tender document.



## **6.0 EARNEST MONEY DEPOSIT (EMD)**

**6.1** Bidders shall submit, along with their technical envelope, **Earnest Money** of ₹3,50,000/- (Rupees Three Lakhs Fifty Thousand only) as specified in Special Terms and Condition in the form of a Demand Draft/Banker's Cheque **in favour of Power Finance Corporation Ltd., payable at New Delhi**. Bidders are required to write their name and full address at the back of Bank Draft/Banker's Cheque submitted in support of Tender Document. Tenders not accompanied by the EMD details / requisite amount of Earnest Money shall be rejected.

### **6.2 Earnest Money shall be forfeited in case of the following:**

- a. On revocation of tender or increase in rates after opening of the tender but before the validity of the quotation expires.
- b. On refusal to enter into contract after award of contract.
- c. Unsatisfactory performance and/or Non-performance of the Contract.

**6.3** The EMD shall be returned without interest:

- a. To the unsuccessful bidders after the award of contract.
- b. In case bidding process is terminated by PFC for any reason.

## **7.0 SECURITY DEPOSIT**

**7.1** The Earnest Money will be converted into Security Deposit for the successful bidder.

**7.2** The Security Deposit will be refunded on successful completion of the Contract

**7.3** No interest shall be payable by the Corporation on Security Deposit.

## **8.0 TAX DEDUCTION AT SOURCE**

**8.1** Income Tax and any other taxes like 'Education Cess' etc. at prescribed rates from time to time during the currency of contract shall be deducted at source from the running bill (s).

## **9.0 DEVIATION**

**9.1** The contractor must comply with the Tender specification and all terms and conditions of contract. No deviation in the Terms & Conditions of the Contract shall be entertained unless specifically mentioned by the contractor in the bid and accepted by PFC.

## **10.0 AWARD OF CONTRACT**

**10.1** PFC shall not be bound to accept the lowest or any tender and reserves to itself the right to accept or reject any bidders' tender or to accept whole or a portion of tender, as it may deem fit, without assigning any reason thereof and without incurring any



liability to the effected bidder(s) for the action of PFC.

- 10.2** The Tenders will be evaluated on the basis of Grand Total (Annexure 'V-A+ V-B') quoted at Annexure V-A and the job will be awarded to L1 accordingly. Unit Rates are not to be included in the Total / Grand Total.

**11.0 TERMS OF PAYMENT**

- 11.1** The payment shall be made, subject to satisfactory completion of the job, through **E-Banking** within 15 working days from the date of receipt of bill in the Corporation. The requisite details to release payment through E-Banking will be asked for from the successful bidder at the time of award of contract.

**12.0 TERMINATION OF CONTRACT**

- 12.1** In case of any default by the Contractor and in any of the terms & conditions (whether General or Special), PFC may without prejudice to any other right/remedy which shall have accrued or shall accrue thereafter, terminate the contract, in whole or in part, by giving 7 working days notice in writing to the Contractor and without incurring any financial liability whatsoever towards the Contractor.

- 12.2** All instructions, notices and communications etc. under the contract given in writing and if sent to the last known place of business, shall be deemed to be given and received, if delivered by hand, upon delivery, if sent by mail (UPC/Registered Post/Speed Post) the 5<sup>th</sup> day following the date of mailing.

**13.0 ARBITRATION**

- 13.1** Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by arbitration in accordance with the Rules of Arbitration of the Indian Council of Arbitration and the award made in pursuance thereof shall be binding on the parties.

**14.0 JURISDICTION OF COURTS ETC.**

- 14.1** The Courts/any other Tribunal or Forum in Delhi/New Delhi alone shall have exclusive jurisdiction with regard to any matter/dispute relating to or arising out this contract.

**15.0 INSURANCE**

- 15.1** The insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948 shall be taken by the Contractor. The contractor shall arrange necessary insurance cover for any persons deployed by him even for short duration. A copy of policy covering the insurance of the persons deployed, if any, at PFC is to be submitted to PFC. PFC shall not entertain any claim arising out of mishap, if any, that may take place. In the event of any liability/claim falling on PFC, the same shall be reimbursed/indemnified by the





Contractor.

**16.0 MISCELLANEOUS CONDITIONS**

- 16.1** Contractor shall in no case lease/transfer/sublet/appoint sub-contractor or care taker to render the services under the Contract.
- 16.2** No other person except Contractor's authorized representative shall be allowed to enter PFC's premises.
- 16.3** Within PFC premises, the Contractor's personnel shall not do any private work other than their normal duties.
- 16.4** Contractor shall be directly responsible for any/all disputes arising between him and his personnel and keep PFC indemnified against all actions, losses, damages, expenses and claims whatsoever arising thereof.
- 16.5** The personnel engaged by the Contractor are subject to security check by the PFC Security Staff at any time and the Contractor shall ensure their presence for the said purposes.
- 16.6** Contractor shall be solely responsible for payment of wages/salaries other benefits and allowances to his personnel that might become applicable under any Act or Order of the Govt. PFC shall have no liability whatsoever in this regard and the Contractor shall indemnify PFC against any/all claims which may arise under the provisions of various Acts, Govt. Orders etc.
- 16.7** Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.
- 16.8** All consumable and material used by the contractor shall be of standard make and approval of the authorized representative from PR Unit of PFC shall be taken for the same.



## **ANNEXURE II**

### **SPECIAL CONDITIONS**

- 1.0** The Printer should furnish the under mentioned information and also enclose copies of the relevant documents wherever asked for.
- a.** Name of the Firm :
- b. Address\*** :
- c.** Telephone Nos. & E-mail Address :
- d.** Name of the Contact Person Telephone/Mobile No. :
- e.** Name of the Bank (with full Address) :
- f.** Bank Account No. :
- g.** PAN No. (Please enclose photocopy) :
- h.** Should submit a copy of last Income Tax Return. :
- i.** TIN No. / GST No. :

**\*In case printing House is situated outside Delhi NCR, address of Delhi NCR Office shall also be mentioned.**

### **2.0 'Pre-qualification Criteria' for award of job:**

- I. The Printing House should be located anywhere in India with in-house facilities including designing, printing etc. to execute the job. The Printing House should have an office in Delhi NCR.
- II. The printer should have executed at least 01 (One) printing job related to printing of Annual Report worth ₹25 Lakhs and above as a single order in each of the last two financial years i.e. 2016-17 and 2017-18. The printer should submit a copy of the 'Work Order' placed by the client and a copy of the 'Completion Certificate' issued by the client.
- III. The Printer should have a minimum Annual turnover of ₹25 crores or more in the last two financial years i.e. 2015-16 & 2016-17 (CA certificate to be attached).
- IV. The Printer should not have been blacklisted by any Government body / PSU on grounds of performance / quality-related issues in the last two Financial Years i.e. 2016-17 & 2017-18.

**Agencies are required to furnish the above information as per the format placed at 'Annexure-VI' and also enclose relevant documents as required.**



### 3.0 **VALIDITY**

The bids shall be **valid for a period of 6 (six) calendar months** from the date of opening.

### 4.0 **EMD**

The agencies are required to submit an **Earnest Money Deposit of ₹3,50,000/- in form of Demand Draft/Banker's Cheque in favour of "Power Finance Corporation Ltd.", payable at New Delhi** which will be converted into Security Deposit in the case of successful bidder. The amount of Security Deposit shall be refunded without any interest on successful completion of the job. In the case of unsuccessful bidders, their EMD shall be refunded in due course without any interest.

In case an agency after award of work order, fails to meet the requirements as specified in tender document as well as in work order, its EMD shall be forfeited besides cancellation of work order of printing of annual report awarded them. Tenders not accompanied by **EMD shall be rejected.**

### 5.0 **Scope of Work**

- The agency must ensure that the quality of Annual Report should match international standards;
- The agency shall also coordinate dispatch of AGM Notice and Shareholders Version of Annual Report 90,000 copies ( $\pm 10\%$ ) through a Registered Licensee (to be suggested by the Printer)/ Post Office within the due date strictly as per the terms & conditions mentioned in our Purchase Order.

### 6.0 **DELIVERY**

The Printer would initially provide 50 copies through digital mode. The first lot of printed copies of Annual Reports is to be delivered within 07 (Seven) days from the date of approval of final proof and the balance quantity has to be delivered within following 05 (five) days.

### 7.0 **PENALTY**

The schedule of work once accepted will be guiding factor and any slippage in the schedule by the agency after date of completion will attract penalty of  $\frac{1}{2}\%$  of the total lump-sum contract price for each calendar week of delay or part thereof subject to a maximum of 10% of the contract value.

### 8.0 **PAYMENT**

The Final payment will be made on the basis of actual number of photographs, No. of pages / copies printed, photographs used therein and U/V charges etc.

In case there is any other cost not covered above, it must be indicated clearly in the quotation. Quotations which do not specify the rates clearly and completely will be rejected outright. **Anything mentioned as "EXTRA" will not be accepted and the quotation will be summarily rejected.**

PFC reserves the right to split the job and award the same to two different agencies, if required.



**TECHNICAL SPECIFICATIONS**

**I Printing of Annual Report (Shareholders' Version)**

- |       |  |   |   |
|-------|--|---|---|
| i)    | Quantity                                     | : | 90,000* copies in English   |
| ii)   | Size   | : | 8.25" x 10.75" (finished)   |
| iii)  | Paper  | : | Cover – 130 GSM Mont Blanc Neutral White<br>Inside Pages (First 16 Pages) - 80 GSM Art Paper<br>Rest Inside Pages - 47 GSM Maplitho |
| iv)   | Total Pages                                  | : | 284 + 4 (cover), approx.  |
| v)    | Colour                                       | : | Cover in 4 colour & Inside first 16 pages in 4 colour and rest pages 02 colour  |
| vi)   | Printing                                     | : | Web offset  |
| vii)  | Binding                                      | : | Perfect   |
| viii) | Provision for Digital Copies                 | : | <b>75 advance copies, printed through Digital mode, <u>required as soon as the Ferro is cleared</u></b>                             |
| ix)   | Printing of one page Electronic Voting Form: | : | 90,000* copies in English (80 GSM MaplithoA-4 Size, Single Side variable data printing)   |

\* The quantity may vary  $\pm 10\%$ .

**Printer will coordinate and ensure timely dispatch of the Annual Reports**

**II. Printing of Envelopes for Annual Report (Shareholders' version)**

- Envelope for Annual Report : Size : 8.75" x 11.25" Approx.  
Colour : single  
Paper : 120 gsm Maplitho  
Finishing : Die Cutting and Pasting
- No. of Printed Envelopes : 90,000 Nos. ( $\pm 10\%$ ).
- No. of Printed Envelope For Electronic Voting Form Quantity : 90,000 nos ( $\pm 10\%$ ).  
Paper : 120 gsm Maplitho  
Die Cutting & Pasting  
Size : 8.75" x 11.25"



**TECHNICAL SPECIFICATIONS**

**I Specifications for Printing of Annual Report (Deluxe version)**

1. Size : 8 ¼" x 11 ¾" (finished) (International A/4 size)
2. No. of Pages : 284 pages + cover for English  
: 284 pages + cover for Hindi version
3. Colour : 4 colour throughout
4. Input for Inside Pages : 30 colour photographs / Transparencies
5. Quantity : 500 English and 300 Hindi
6. Paper
  - For Cover : 240 gsm Rendezvous super white
  - For Inside Pages : 105 gsm Rendezvous Super White
7. Binding : Section Sewn cover drawn
8. Lamination : Outer cover to be Matt laminated

**II. Printing of Envelopes for Annual Report (Deluxe version)**

1. Envelope for Annual Report : Size : 9" x 12 ¼" (finished)  
Colour : 4+0 colour  
Paper : 120 gsm Maplitho  
Finishing : Die Cutting and Pasting
2. No. of Printed Envelopes Quantity : 300 nos.



**ANNEXURE V- A**  
**(To be submitted through E-tendering mode - Financial Bid )**  
**(Page 1)**

**FORMAT FOR QUOTING RATES FOR SHAREHOLDERS' VERSION**

S.No.	Description	Amount ₹
1	Cover processing, printing, including planning and plate-making.	
2	Text printing complete with photo-composing processing, etc.	
3	Proof-reading	
4	Binding cost (perfect)	
5	Paper cost of 130 GSM Mont Blanc Neutral White	
6	Paper cost of 80 GSM Art paper – for 16 inside pages	
7	Paper cost of 47 GSM Maplitho – inside pages	
8	Cost for printing and supply of 90,000 nos. of envelopes –	
9	<b>For dispatching the 'Shareholders' version' of Annual Report</b>	
•	Handling charges @ ₹..... per copy. The total amount accordingly is to be mentioned in the <b>next column</b> based on total number of copies (per copy rate x 90,000* copies)	
•	Cost of address printing on self-adhesive labels @ ₹..... Per copy. The total amount accordingly is to be mentioned in the <b>next column</b> based on total number of copies (per copy rate x 90,000* copies)	
•	Labour charges for inserting Annual Report into the envelopes @ ₹..... per copy. The total amount accordingly is to be mentioned in the <b>next side column</b> based on total number of copies. (per copy rate x 90,000* copies)	
10	Charges for 75 advance copies, printed through <u>Digital mode</u> , required as soon as the FERRO is cleared	
11	Printing of Electronic Voting form 90,000* copies in 80 gsm Maplitho Paper of A-4 size, address printing on self-adhesive labels and printing and supply of 90,000* envelopes for its dispatch	
12	GST (if applicable)	
13	Total cost (all inclusive - Annexure 'V-A') Shareholders' version	
14	Total cost (all inclusive - Annexure 'V-B') Deluxe version	
15	<b>Grand-total ( Annexures V-A'+ 'V- B')</b>	

**Note :( \* ): The quantity may vary by ±10%**

1. Dispatch charges for Indian & foreign addresses, including UPC, would be paid directly to the Registered Licensee of the GPO by DD on receipt of demand note. However, Printer is required to coordinate this.
2. Unit Rates are not to be included in the Total costs / Grand Total

Date:

**Signature with Seal**

Place



**ANNEXURE V- A (i)**  
**(To be submitted through E-Tendering – Financial Bid)**  
**(Page 2)**

**PRINTING OF ANNUAL REPORT (Shareholders' version)**

**UNIT RATES FOR ADDITION / DELETION**

A.	<b>Please indicate ±8 pages text cost</b> (Including production / paper cost etc.) For Shareholders' version	₹
B.	Charges for printing 1000 additional copies as per specifications( Shareholder's version)	₹
C.	Charges for printing envelopes in multiple of 1000 Nos. for Shareholders' version	₹
D.	Scanning Charges per photograph	Min. Size : ₹ Half Page : ₹ Full Page : ₹

**Note : The rates shall be firm and inclusive of all charges.**

Name of Authorized Signatory \_\_\_\_\_  
With Tel./Mobile No. e-mail ID \_\_\_\_\_  
Who can be contacted \_\_\_\_\_  
For enquiry of rates etc. \_\_\_\_\_

**Signature with Seal**

**Date:**

**Place:**

**ANNEXURE V- B**

**(To be submitted through E-Tendering – Financial Bid )**  
**(Page 1)**

**FORMAT FOR QUOTATING RATES FOR DELUXE VERSION****CONSOLIDATED COST STATEMENT FOR PRINTING OF  
ANNUAL REPORTS (both English & Hindi versions)**

<b>S. No.</b>	<b>Description</b>	<b>Amount</b> ₹
1.	Cover processing, printing, including planning and platemaking.	
2.	Text printing complete with photo-composing processing, etc.	
3.	Proof-reading	
4.	Binding cost, Section Sewn cover drawn – for total 800 copies	
5.	Paper cost of 240 gsm Rendezvous super white for Cover– for total 800 copies	
6.	Paper cost of 105 gsm Rendezvous super white for Inside Pages – for total 800 copies	
7.	Cost for printing of envelopes – 300 Nos	
8.	GST (if applicable)	
9.	Packing and forwarding cost	
10.	Total cost (all inclusive – Annexure 'V-B')	

\* Designing and conceptualization to be done by the printer himself. Manuscript to be supplied by PFC to printer

**Signature with Seal**

**Date:**

**Place:**





**ANNEXURE V- B (i)**  
**(To be submitted through E-Tendering – Financial Bid)**  
**(Page 2)**

**ANNUAL REPORT - Deluxe version (English & Hindi)**  
**UNIT RATES FOR ADDITION / DELETION**

Srl. No.	Description	Amount ₹
<b>A.</b>	<b>Please indicate ±4 pages text cost (including production / paper cost etc.)</b>	
1.	For Deluxe version (+ or – 4 pages in English)	
2.	For Hindi version (+ or – 4 pages)	
<b>B.</b>	<b>± Scanning charges for colour photographs (each)</b>	
	Min. Size	
	Half Size	
	Full Size	
<b>C.</b>	<b>Cost for printing of additional 100 copies, if required, as per specifications of Deluxe Version</b>	
	English	₹
	Hindi	₹
<b>D.</b>	Charges for envelopes in multiple of 100 nos. for i) Deluxe Version	-----

**Signature with Seal**

**Date:**

**Place:**



**ANNEXURE VI**  
**(To be submitted through E-Tendering)**

**FORMAT FOR FURNISHING INFORMATION IN RESPECT OF “PRE-QUALIFICATION CRITERIA”**

**I. Name of the Printing House:**

- Address\*:
- Telephone No:
- Name of the contact person:
- Whether in-house facilities including Designing & Printing are available: Yes / No

*\*In case printing House is situated outside Delhi NCR, address of Delhi NCR Office shall also be provided along with the copy of documentary proof such as telephone bill/lease deed/rent agreement etc.*

**II. Printing jobs worth ₹25 lakh & above as single order:**

Financial Year	Name of the client	Work Order No. & Date	Value	Whether copy of Job Order and Completion Certificate enclosed
2016-17				
2017-18				

**III. Annual Turnover in 2015-16** \_\_\_\_\_

Annual Turnover in 2016-17 \_\_\_\_\_

Whether CA certificate enclosed? Yes / No

**It is certified that above information is correct and true to our knowledge and printing house/company/agency has not been blacklisted by any Government body / PSU on grounds of performance / quality-related issues in the last two Financial Years i.e. 2016-17 & 2017-18.**

**Date:**

**Signature with Seal**

**Place:**



**Special instructions to Bidders for e-Tendering**

**General**

The Special Instructions (for e-Tendering) supplement 'Instruction to Bidders', as given in these Tender Documents. Submission of Online Bids is mandatory for this Tender.

E-Tendering is a new methodology for conducting Public Procurement in a transparent and secured manner. Now, the Government of India has made e-tendering mandatory. Suppliers/ Vendors will be the biggest beneficiaries of this new system of procurement. For conducting electronic tendering, *Power Finance Corporation* has decided to use the portal **<https://www.tcil-india-electronictender.com>** through TCIL, a Central Government Public Sector Enterprise. This portal is based on the most 'secure' and 'user friendly' software from *ElectronicTender*<sup>®</sup>. A portal built using *ElectronicTender's* software is also referred to as ElectronicTender System<sup>®</sup> (ETS).

Benefits to Suppliers are outlined on the Home-page of the portal.

**Instructions**

**Tender Bidding Methodology:**

**Sealed Bid System**

- **Single Stage Two Envelope**

**Broad Outline of Activities from Bidder's Perspective:**

1. Procure a Digital Signing Certificate (DSC)
2. Register on ElectronicTendering System<sup>®</sup> (ETS)
3. Create Users and assign roles on ETS
4. View Notice Inviting Tender (NIT) on ETS
5. Download Official Copy of Tender Documents from ETS
6. Clarification to Tender Documents on ETS
  - Query to *Power Finance Corporation* (Optional)
  - View response to queries posted by *Power Finance Corporation*
7. Bid-Submission on ETS
8. Attend Public Online Tender Opening Event (TOE) on ETS
  - Opening of relevant Bid-Part
9. Post-TOE Clarification on ETS (Optional)
  - Respond to *Power Finance Corporation* Post-TOE queries
10. Attend Public Online Tender Opening Event (TOE) on ETS
  - Opening of relevant part (ie Financial-Part)  
(Only for Technical Responsive Bidders)

For participating in this tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the ETS.

**Digital Certificates**



For integrity of data and authenticity/ non-repudiation of electronic records, and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC), of Class 2 or above, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

## Registration

To use the ElectronicTender® portal <https://www.tcil-india-electronictender.com>, vendors need to register on the portal. Registration of each organization is to be done by one of its senior persons who will be the main person coordinating for the e-tendering activities. In ETS terminology, this person will be referred to as the Super User (SU) of that organization. For further details, please visit the website/portal, and click on the 'Supplier Organization' link under 'Registration' (on the Home Page), and follow further instructions as given on the site. Pay Annual Registration Fee as applicable.

After successful submission of Registration details and Annual Registration Fee, please contact TCIL/ ETS Helpdesk (as given below), to get your registration accepted/activated

**Important Note:** To minimize teething problems during the use of ETS (including the Registration process), it is recommended that the user should peruse the instructions given under 'ETS User-Guidance Center' located on ETS Home Page, including instructions for timely registration on ETS. The instructions relating to 'Essential Computer Security Settings for Use of ETS' and 'Important Functionality Checks' should be especially taken into cognizance.

Please note that even after acceptance of your registration by the Service Provider, to respond to a tender you will also require time to complete activities related to your organization, such as creation of users, assigning roles to them, etc.

TCIL/ ETS Helpdesk	
Telephone/ Mobile	<i>Customer Support: 011-26202699</i>
E-mail ID	<i>ets_support@tcil-india.com</i> <i>[Please mark CC: <a href="mailto:support@electronictender.com">support@electronictender.com</a>]</i>

<i>Power Finance Corporation</i> Contact	
<i>Power Finance Corporation</i> Contact Person	<i>AGM (PR)</i>
Telephone/ Mobile	011-23456000 011-23456743
E-mail ID	<i>ss_rao@pfcindia.com</i>

## Some Bidding related Information for this Tender (Sealed Bid)



The entire bid-submission would be online on ETS (unless specified for Offline Submissions). Broad outline of submissions are as follows:

- Submission of Bid-Parts/ Envelopes
  - Technical-Part
  - Financial-Part
  
- Submission of information pertaining Bid Security/ Earnest Money Deposit (EMD)
- Submission of cost of Tender Documents
- Submission of digitally signed copy of Tender Documents/ Addendum
- Submission of General Terms and Conditions (with/ without deviations)
- Submission of Special Terms and Conditions (with/ without deviations)

### **Offline Submissions:**

*The bidder is requested to submit the following documents offline to the under mentioned address before the start of Public Online Tender Opening Event in a Sealed Envelope.*

*Contact Person's Name  
Address*

*The envelope shall bear (the project name), the tender number and the words 'DO NOT OPEN BEFORE' (due date & time):*

- 1. Original copy of the Bid Security (DD/Bank Guarantee) as detailed in tender documents.*
- 2. Original copy of the letter of authorization shall be indicated by written power-of-attorney.*
- 3. DD/ Bankers cheque in favour of Power Finance Corporation Ltd. payable at New Delhi against payment of tender fee/ Cost of Tender Documents as detailed in tender documents.*

*Note: The Bidder should also upload the Scan copy of all above said original documents as Bid-Annexure during Online Bid-Submission.*

### **Special Note on Security and Transparency of Bids**

Security related functionality has been rigorously implemented in ETS in a multi-dimensional manner. Starting with 'Acceptance of Registration by the Service Provider', provision for security has been made at various stages in ElectronicTender's software. Specifically for Bid Submission, some security related aspects are outlined below:

As part of the ElectronicEncrypter™ functionality, the contents of both the 'ElectronicForms' and the 'Main-Bid' are securely encrypted using a Pass-Phrase created by the Bidder himself. Unlike a 'password', a Pass-Phrase can be a multi-word sentence with spaces between words (e.g. 'I love this World'). A Pass-Phrase is easier to remember, and more difficult to break. It is recommended that a separate Pass-Phrase be created for each Bid-Part. This method of bid-encryption does not have the security and data-integrity related vulnerabilities which are inherent in e-tendering systems which use Public-Key of the specified officer of a Buyer organization for bid-encryption. Bid-encryption in ETS is such that the Bids cannot be decrypted before the Public Online Tender Opening Event (TOE), even if there is connivance between the concerned tender-opening officers of the Buyer organization and the personnel of e-tendering service provider.

**CAUTION:** All bidders must fill ElectronicForms™ for each bid-part sincerely and carefully, and avoid any discrepancy between information given in the ElectronicForms™ and the corresponding



Main-Bid. For transparency, the information submitted by a bidder in the ElectronicForms™ is made available to other bidders during the Online Public TOE. If it is found during the Online Public TOE that a bidder has not filled in the complete information in the ElectronicForms™, the TOE officer may make available for downloading the corresponding Main-Bid of that bidder at the risk of the bidder. If variation is noted between the information contained in the ElectronicForms™ and the 'Main-Bid', the contents of the ElectronicForms™ shall prevail. Alternatively, the Buyer organization reserves the right to consider the higher of the two pieces of information (e.g. price) for the purpose of short-listing, and the lower of the two pieces of information (e.g. price) for the purpose of payment in case that bidder is an awardee in that tender.

Typically, 'Pass-Phrase' of the Bid-Part to be opened during a particular Public Online Tender Opening Event (TOE) is furnished online by each bidder during the TOE itself, when demanded by the concerned Tender Opening Officer.

Additionally, the bidder shall make sure that the Pass-Phrase to decrypt the relevant Bid-Part is submitted to Power Finance Corporation in a sealed envelope before the start date and time of the Tender Opening Event (TOE).

There is an additional protection with SSL Encryption during transit from the client-end computer of a Supplier organization to the e-tendering server/ portal.

### **Public Online Tender Opening Event (TOE)**

ETS offers a unique facility for 'Public Online Tender Opening Event (TOE)'. Tender Opening Officers, as well as, authorized representatives of bidders can simultaneously attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. Alternatively, one/ two duly authorized representative(s) of bidders (i.e. Supplier organization) are requested to carry a Laptop with Wireless Internet Connectivity, if they wish to come to *Power Finance Corporation* office for the Public Online TOE.

Every legal requirement for a transparent and secure 'Public Online Tender Opening Event (TOE)', including digital counter-signing of each opened bid by the authorized TOE-officer(s) in the simultaneous online presence of the participating bidders' representatives, has been implemented on ETS.

As soon as a Bid is decrypted with the corresponding 'Pass-Phrase' as submitted online by the bidder himself (during the TOE itself), salient points of the Bids (as identified by the Buyer organization) are simultaneously made available for downloading by all participating bidders. The tedium of taking notes during a manual 'Tender Opening Event' is therefore replaced with this superior and convenient form of 'Public Online Tender Opening Event (TOE)'.

ETS has a unique facility of 'Online Comparison Chart' which is dynamically updated as each online bid is opened. The format of the chart is based on inputs provided by the Buyer for each Bid-Part of a tender. The information in the Comparison Chart is based on the data submitted by the Bidders. A detailed Technical and/ or Financial Comparison Chart enhances Transparency. Detailed instructions are given on relevant screens.

ETS has a unique facility of a detailed report titled 'Minutes of Online Tender Opening Event (TOE)' covering all important activities of 'Online Tender Opening Event (TOE)'. This is available to all participating bidders for 'Viewing/ Downloading'.



There are many more facilities and features on ETS. For a particular tender, the screens viewed by a Supplier will depend upon the options selected by the concerned Buyer.

### **Other Instructions**

For further instructions, the vendor should visit the home-page of the portal <https://www.tcil-india-electronictender.com>, and go to the **User-Guidance Center**

The help information provided through 'ETS User-Guidance Center' is available in three categories – Users intending to Register / First-Time Users, Logged-in users of Buyer organizations, and Logged-in users of Supplier organizations. Various links are provided under each of the three categories.

**Important Note:** It is strongly recommended that all authorized users of Supplier organizations should thoroughly peruse the information provided under the relevant links, and take appropriate action. This will prevent hiccups, and minimize teething problems during the use of ETS.

The following '**FOUR KEY INSTRUCTIONS for BIDDERS**' must be assiduously adhered to:

- 1. Obtain individual Digital Signing Certificate (DSC or DC) well in advance of your first tender submission deadline on ETS**
- 2. Register your organization on ETS well in advance of the important deadlines for your first tender on ETS viz 'Date and Time of Closure of Procurement of Tender Documents' and 'Last Date and Time of Receipt of Bids'. Please note that even after acceptance of your registration by the Service Provider, to respond to a tender you will also require time to complete activities related to your organization, such as creation of users, assigning roles to them, etc.**
- 3. Get your organization's concerned executives trained on ETS well in advance of your first tender submission deadline on ETS**
- 4. Submit your bids well in advance of tender submission deadline on ETS (There could be last minute problems due to internet timeout, breakdown, et al)**

While the first three instructions mentioned above are especially relevant to first-time users of ETS, the fourth instruction is relevant at all times.

### **Minimum Requirements at Bidder's End**

- Computer System with good configuration (Min PIV, 1 GB RAM, Windows XP)
- Broadband connectivity
- Microsoft Internet Explorer 6.0 or above
- Digital Certificate(s)