



Himachal Pradesh Power Corporation Limited

(A State Government Undertaking)

Himfed Building, BCS, New Shimla-171009

Phone No. 0177-2670633, Fax No. 2672738

CIN-U4010HP2006SGC030591

SHORT TERM OPEN NOTICE INVITING TENDER

Sealed tenders are hereby invited on behalf of M.D.HPPCL Himfed Building, New Shimla-171009 for the below mentioned work so as to reach in this office on or before 15-11-2018 up to 3.00 PM in the office of the undersigned and shall be opened on the same date at 3.30 PM in the presence of intending bidders or their authorized representative, who may wish to be present.

The tender documents can be obtained from the office of APO (Estate) w.e.f. 29-10-2018 between 10:00 AM to 5:00 PM and up to 15-11-2018 at 12:00 Noon on cash payment of Rs.500/-each only (Non refundable)

Name of work:- Printing of Diaries (Planner) and Calendars for the year 2019.

Estimated cost:- Rs. 2, 85, 000/-Only.

Earnest Money:- Rs. 10,000/-Only.

Time:- Fifteen days.

TERMS & CONDITIONS:

- 1. The tenderer shall deposit earnest money `10,000/- only Refundable) as a security in the shape of cash/Bank Draft/in favour of the Himachal Pradesh Power Corporation Limited, Himfed Building, New Shimla-171009.**
- 2. Tender form can be obtained from the APO (Estate), HPPCL, Himfed Building, New Shimla on cash payment of Rs. 500/- only from 29-10-2018 between 10:00 AM to 5:00 PM and up to 15-11-2018 at 12:00 Noon.**
- 3. The bidder must have his own Printing Press, undertaking in this regard be attached with the Tender form.**
4. Quotations must be sent in a properly sealed envelope addressed to APO (Estate), H.P. Power Corporation Ltd., Himfed Building, BCS, New Shimla by designation and not by name. The quotations must be super scribed "Quotations" for the supply of "Planner and Calendars". The quotations must reach the O/o APO (Estate) latest by **03:00 P.M. on 15-11-2018.** The NIQ will be opened at corporate Office on the same day at 03:30 P.M. in the presence of intending quotationers or their authorized representative .
5. Prices quoted should be firm, in respective of increase or decies in quantity.
6. The H.P. Power Corporation Ltd., reserves the right of rejection/approval of all or any of the quotations without assigning any reasons thereto and reserves the right to negotiate with any of the tenderers where ever deemed necessary and to award parallel rate to any or all of the participating tenderers.
7. The rates should be quoted FOR destination in Shimla.



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8. GST: The prices are excluding GST. The applicable GST is to be mentioned clearly/separately in the invoice/bill and will be paid by HPPCL. The GST shall be paid extra as per the applicable rules on submission of requisite documents/information as required under GST regime notify by Govt. of India.
9. HPPCL's GST details are here under:
Recipient Name: Himachal Pradesh Power Corporation Limited
GSTIN:- 02AAAAF3199E1Z3
 - i.) **PAN : AAPCH8615G**
 - ii.) **TAN: PTLH11804C**
10. 100% payment will be made within 30 days against physical delivery of inspected/accepted stores duly supported with satisfactory inspection note and after receipt of material in very good condition.
11. Delivery of the consignment is to be made latest by **15th December, 2018.**

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APO (Estate)

SCHEDULE OF QUANTITY & SPECIFICATION OF PLANNER 2019, Diary 2019 & Calendars 2019

Sr. No.	Description of Item	Qty.	Unit	Rate	Amount
1.	Designing, production & binding of Note Book (Planner 2019 or Executive Diary) (complete in all respects as per specification terms and conditions).	1500 Nos. (Approx)	Each		
2.	Designing ,print , & production of Calendars	5000 Nos. (Approx)	Each		



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1. Planner (2019) Specification:-

Sr. No.	Description	
1.	Quantity	1500 Nos.
2.	Size	Paper Size : 15.0 cm x 22.0 cm Finish outer: 15.5 cm x 22.5 cm
3.	Paper	<ul style="list-style-type: none"> - Inner text pages: 70 gsm super print paper. - End (Astar) Paper: 70 gsm super print paper. - Separator Paper: 170 gsm art paper - Cover Box SBS White Board 350 gsm
4.	Cover	<ul style="list-style-type: none"> - PP Sheet 0.8 mm thickness in Cyan/Blue/Black Colour (any one)
5.	Colour Scheme	<ul style="list-style-type: none"> - HPPCL Logo and 2019 emboss printed on front PP cover in Silver leaf/Gold leaf - End (Astar) printed in 4+4 Colors - Info pages in Two Colors - Planner pages in single color - Separator papers printed in 4+4 Colors. - Gift Box Note Book in double color
6.	No. of Pages	<ul style="list-style-type: none"> - Total 280 pages (+) (-) 16 excluding end paper. - Info. Pages: 60 including above. - Diary pages: Two dates a page (Fri+Sat+sun) - 3 pages a week 182 (including notes pages) - Monthly planner: 12 before each month - Telephone Index: 16 - Separator:- 4 pages - All Info pages will have page numbers
7.	Composing & Printing	<ul style="list-style-type: none"> - Typesetting and offset printing with PS plates for sharp results. - Printing of 50 Names (individuals) of Sr. Officials on cover with Silver color
8.	Designing and artwork	<ul style="list-style-type: none"> - While inputs/information will be provided on hard copy/soft copy in MS word, the page make up, designing and artwork will be done by the agency. The agency will also provide creative designs for the end papers and separators based on the information.
9.	Binding	<ul style="list-style-type: none"> - Plastic coated double loop good quality wiro binding.
10.	Packing	<ul style="list-style-type: none"> - Cover packing of each Planner (1500) in shirnk plastic sheets (machine packing) then packed in



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		<ul style="list-style-type: none"> white 350 gsm SBS boxes with 2 color printing - Packing in 50s corrugated boxes for door delivery - The Material in r/o each project will be classified and marked accordingly.
11.	Dispatch	<ul style="list-style-type: none"> - The material to be delivered at HPPCL office at Shimla.

2. Executive Diary 2019

Sr. No.	Description	
2.	Size	Paper Size : 14.0 cm x 21.5 cm Finish outer: 15.0 cm x 22.5 cm
3.	Paper	<ul style="list-style-type: none"> - Inner text pages: 70 gsm super print paper. - End (Astar) Paper: 70 gsm super print paper.
4.	Cover	<ul style="list-style-type: none"> - PU rexine pasted on 28 oz hard board with 3 mm foam inside the rexine with edge stitching. - 28 oz mm thick imported book binding board double stitching on sides of cover
5.	Colour Scheme	<ul style="list-style-type: none"> - HPPCL Logo on left hand side & 2018 printed on front cover & spine in gold leaf End Paper printed in single colour.
6.	No. of Pages	<ul style="list-style-type: none"> - Total 130 pages approximately (+) (-) 15 excluding end paper. - Info. Pages: 15 including above. - Two dates to be printed on each leaf and four dates on one page. - 12 coloured photographs on glossy paper to be printed before each month and to be followed by monthly planner for each month and one number of HPPCL Project Map Photograph to be printed on the other side of year 2018 yearly planner is to be fixed before of end diary cover of . - Diary pages/planner in single color. - Pages with index cutting having different colours.
7.	Composing & Printing	<ul style="list-style-type: none"> - Typesetting and offset printing with PS plates for sharp results.
8.	Designing and artwork	<ul style="list-style-type: none"> - While inputs/information will be provided on hard copy/soft copy in MS word, the page make up, designing and artwork will be done by the agency. The agency will also provide creative designs for the



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		end papers and separators based on the information.
9.	Binding	<ul style="list-style-type: none">- Section sewing with good quality thread.- Wood bracket inside the spine with thread binding.- Cover pasting with best quality adhesive.- Utmost care should be given to quality of binding and presentation.- ½ cm wide ribbon marker with 1" x 3" paper (300 gsm laminated art card) in matching colour of the cover to be pasted in the spine. Marker printed in double colour.

Calendar Specification:-

	Description for Calendars
1.	<ul style="list-style-type: none">- 130gms on Cromo Art Paper, Multi Colour One side Printing with Top and Bottom Double Tinning with Having good quality thread /tag on Top- The printing material will be given by the consignee.

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APO(Estate)