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**Report Name:** Printing of Annual Reports

**Generated By:** Rajashekar K S , Department of Heavy Industry , Ministry of Heavy Industries and Public Enterprises

**Generated On:** 06/05/2022

**Valid till:** 05/06/2022

### **GeM Availability Report and Past Transaction Summary**

GeM Availability Report and past transaction summary report is generated based on the specifications searched by the Buyer. The specification may be modified appropriately for searching relevant categories on GeM. Buyer may navigate to GeM category page by clicking on the category link to view category specifications and products/services available in the category.

*Order Count and Order Value displayed is on a cumulative basis since GeM inception.*

#### **1. Search String: Printing of Annual Reports for FY 2021-22**

Search type: Service

Search Result: Category not available on GeM for the text string searched by the buyer.

This is a one-time requirement hence new category creation is not proposed / or requirement is recurring but request for new category creation will be submitted separately post generation of GeMARPTS.



**NOTICE INVITING TENDER**  
For  
**PRINTING OF ANNUAL REPORTS**  
In  
**Two Bid System**

**Ref No. : HMTL/GAD/PAR/2022/02**  
**12/05/2022**

**HMT LIMITED,**  
HMT Bhavan,  
#59, Bellary Road,  
Bengaluru – 560 032.

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**ಎಚ್‌ಎಂಟಿ ಲಿಮಿಟೆಡ್**  
(ಭಾರತ ಸರ್ಕಾರದ ಉದ್ಯಮ)  
ಎಚ್‌ಎಂಟಿ ಭವನ, ನಂ. 59, ಬೆಲ್ಲಾರಿ ರಸ್ತೆ  
ಬೆಂಗಳೂರು - 560 032, ಭಾರತ  
ದೂರವಾಣಿ : 91-80-23330333  
ಫ್ಯಾಕ್ಸ್ : 91-80-23339111  
ಈ-ಮೇಲ್ : cho@hmtindia.com  
ವೆಬ್‌ಸೈಟ್ : www.hmtindia.com

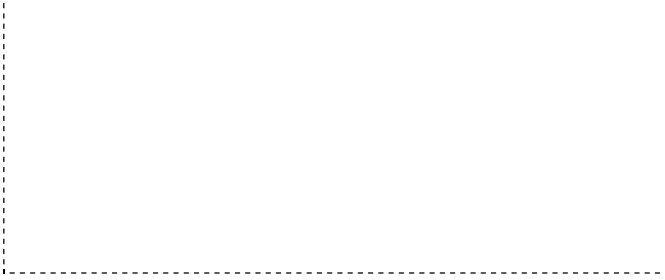
**एच एम टी लिमिटेड**  
(भारत सरकार का उपक्रम)  
एच एम टी भवन, 59, बेल्लारी रोड  
बेंगलूर - 560 032, भारत  
फोन : 91-80-23330333  
फैक्स : 91-80-23339111  
ई-मेल : cho@hmtindia.com  
वेब साईट : www.hmtindia.com

**HMT LIMITED**  
(A Govt. of India Undertaking)  
**HMT BHAVAN**, 59, Bellary Road  
Bangalore - 560 032, INDIA  
Ph : 91-80-23330333  
Fax: 91-80-23339111  
E-mail: cho@hmtindia.com  
Website : www.hmtindia.com

Ref. No. : **HMTL/GAD/PAR/2022/02**

**Date: 12/05/2022**

## **NOTICE INVITING TENDER**



### **Sub: Printing of Annual Reports**

HMT Limited, Corporate Office Invites Sealed Tenders from Local Reputed and reliable Printing Service Providers in "Two Bid System" for **Printing of Annual Reports** required for HMT Ltd. and its subsidiaries at Corporate office, HMT Bhavan, no. 59, Bellary Road, Bengaluru – 560 032

Interested Parties are requested to obtain a copy of the NIT document from Office, HMT LTD. Corporate Office, HMT Bhavan No. 59, Bellary Road, Bengaluru - 560 032 Tel: +91 080 23330333 or download the same from [www.hmtindia.com](http://www.hmtindia.com); <https://eprocure.gov.in/epublish>

The NIT document must be completed in all respects as per instructions contained therein before submitting the NIT document to HMT LTD. Incomplete/inaccurate documents which do not conform to the NIT requirement or where the questionnaire has not been properly filled shall not be accepted. The NIT should be submitted in a sealed envelope through Speed Post/Registered Post or delivered by hand, superscribing "**Printing of Annual Reports**" so as to reach the below address well before the stipulated time and date, for the purpose of consideration.

The Assistant General Manager (A&AM)  
HMT Limited, HMT Bhavan,  
# 59, Bellary Road  
Bengaluru- 560032.

The queries if any can be sent to HMT Limited through email: [rajashekar.ks@hmtlimited.com](mailto:rajashekar.ks@hmtlimited.com).

Tenders shall be opened on the stipulated date and time. HMT Ltd. reserves the right to accept or reject any of the offers or all without assigning any reason whatsoever and the same shall not be subject to review by any court(s). The Schedule of submission of tender, opening of bids etc. is as under:

**IMPORTANT DATES:**

Date of publication	12/05/2022 <a href="http://www.hmtindia.com/tenders">www.hmtindia.com/tenders</a> <a href="https://eprocure.gov.in/epublish">https://eprocure.gov.in/epublish</a>
Bid submission start date	12/05/2022 from 11:00 Hrs
Bid submission end date	03/06/2022 up to 13:00 Hrs
Opening of Tender Document	03/06/2022 at 15:00 Hrs
Place of Technical Bid opening	HMT Limited, First Floor Conference Hall No.59, Bellary Road, Bengaluru - 560032
Opening of Price bid	Shall be communicated separately to eligible Bidder (Qualified in Technical Bid)
Tender Box located at	First Floor, Administration Dept. HMT Bhavan, HMT Limited, No.59, Bellary Road, Bengaluru - 560032
Bidder may participate at the tender opening venue or depute their Representative to witness Tender Opening.	
Validity: Offered rates should remain firm for a period of 120 days from the date of Opening of the Technical Bids.	

Tender containing Technical bid and Price bid shall be submitted in separate covers placed in common single cover along with proof of payment of EMD and Tender Document cost, in the sealed covers duly superscribed with:

**Tender Title:****Printing of Annual Reports****NIT Reference No. and Date:**

HMTL/GAD/PAR/2022/02 Date: 12/05/2022

**Time & Date of Tender Opening:**

03/06/2022 at 15:00 Hrs

**Address of the Tenderer:**

The covers shall be properly sealed along all joints. Tenders received in envelopes which are not sealed properly or only stapled, incomplete and conditional offers, offers submitted through Fax, Email & Social media, offers received after due date, will not be accepted.

Technical Bids will be opened on the scheduled date and time in the presence of the tenderer's / bidders or their authorized representatives.

The Price bids of only Technically Qualified Tenderers will be opened. The date of opening of Price Bids shall be intimated separately.

Yours faithfully  
For HMT LIMITED,

Assistant General Manager (A&AM)

## SECTION 1 - TENDER SCHEDULE

Sr. No.	Description	Detailed Information
1	Tender Scope	Printing of Annual Reports for the year 2021-22 for HMT Ltd and its Subsidiaries in English and Hindi Version, including Translation, Typing, Proof Reading from English to Hindi Details as in Section 2 :Scope of Service
2	NIT Reference Number	HMTL/GAD/PAR/2022/02
3	Date of release of tendering document (document can be downloaded from website <a href="https://eprocure.gov.in/epublish">https://eprocure.gov.in/epublish</a> )	12/05/2022
4	Last date and time for tender submission	03/06/2022 up to 13:00 Hrs
5	Place for tender submission	First Floor, Administration Dept. HMT Bhavan, HMT Limited, No.59, Bellary Road, Bengaluru – 560032
6	Place of tender opening	Conference Hall, I Floor, HMT Bhavan, HMT Limited, No.59, Bellary Road, Bengaluru – 560032
7	Date and time for opening of Technical Bid	<b>03/06/2022 at 15:00 Hrs</b>
8	Date and time for opening of Price bid	Shall be communicated separately to the eligible tenderer after qualifying in technical bid.
9	Address for communication	Assistant General Manager (A&AM) HMT Limited, HMT Bhavan, #59, Bellary Road, Bengaluru – 560032. Phone : 23330333 <a href="mailto:rajashekar.ks@hmtlimited.com">rajashekar.ks@hmtlimited.com</a>
10	Tender Document Cost (Non-Refundable)	Rs. 500/- (Rs. Five Hundred only) is waived off for MSME's as per MSME Guidelines.
11	EMD	Rs. 5,000/- (Rs. Five Thousand only) is waived off for MSME's as per MSME Guidelines.
12	A/c Details for Earnest Money Deposit (EMD) & Tender Document Cost to be paid through NEFT/RTGS/other electronic means to HMT Limited, Bengaluru	Current A/c No.: 90020200010001, IFSC Code: UCBA0002016, Bank: UCO Bank, Branch: Ganganagar, Bengaluru
13	Validity of Tender	Bid Proposal must remain valid for 120 days from the bid opening date.

Note:

Photo copy of the proof of payment (for EMD & tender Document Fee) including Reference number/Transaction Reference number should be submitted in **Technical Bid Document Envelope** and **not in Price Bid Document Envelope**

## SECTION 2 : SCOPE OF SERVICE

HMT Limited, Corporate Office, No.59, Bellary Road, Bengaluru, is interested in engaging a reputed local Printing agency having experience of Printing of Annual reports preferably of Central PSU's, listed companies, Govt. Departments etc. in timely manner. Printing Facility Service provider has to **Print Annual Reports** for the year 2021-22 for HMT Ltd and its subsidiaries in English and its Hindi Version, including Translation, Typing, Proof Reading from English to Hindi.

### Part A:

The scope of work comprises of Composing, Offset Printing, Designing of Cover Pages (wherever necessary), Colour Separation and supply of HMT Annual Reports 2021-22 in Hindi and English, in sizes 212 x 270mm, 210 x 273mm, 210x 297mm (approx), using 54 GSM., Creamwove / 75 GSM Maplitho White Paper for intermediate Pages, 90 GSM Imported Art Paper with Colour Tipping for Chairman's Address and 90 GSM Maplitho Paper / 175 GSM Imported Art Paper for Cover Pages with Colour Photos, Printing in single colour for Text, Multi Colour for Cover Pages, Graphs, Photos, Chairman's Address etc., cut to size with Section Stitching & Perfect Binding as detailed below:

SI No.	Description	Paper Specification	Total No. of Pages/ Sheets	Qty Copies
A.1	HMT Ltd. 69 <sup>th</sup> Annual Report full (Shareholders' copy) in English	54 GSM Creamwove	206/103	400
A.2	HMT Ltd. 69 <sup>th</sup> Annual Report full (with subsidiaries) in English:	75 GSM Maplitho	424/212	200
A.3	HMT Ltd. 69 <sup>th</sup> Annual Report full (with subsidiaries) in Hindi:	75 GSM Maplitho	424/212	50
A.4	HMT Machine Tools Ltd., 23 <sup>rd</sup> Annual Report – in English	75 GSM Maplitho	88/44	100
A.5	HMT Watches Ltd., 23 <sup>rd</sup> Annual Report – in English	75 GSM Maplitho	64/32	50
A.6	HMT (I) Ltd., 48 <sup>th</sup> Annual Report – in English	75 GSM Maplitho	78/39	100
A.7	Printing of Notice for 69th AGM of HMT Ltd.	54 GSM Creamwove	16/8	100

### A.1 HMT Limited 69th Annual Report Full (Shareholders' Copy) in English 2021-2022

SL. NO.	DESCRIPTION	
1.	<b>Size:</b>	212 x 270 mm (approx.)
2.	<b>Quantity:</b>	400 Copies in English (APPROX.)
3.	<b>Paper:</b>	54 GSM Creamwove Paper for Text. 90 GSM Maplitho Paper for Cover Page.
4.	<b>Printing:</b>	Single Colour Printing back to back for Text. Single / Multi Colour Printing on Cover Page.
5.	<b>Text Pages:</b>	202Pages (101 Sheets)
6.	<b>Cover Pages:</b>	4 Pages (2 Sheets)
7.	<b>Total No. of Pages Including Cover Pages:</b>	206 Pages (103 Sheets)
8.	<b>Binding:</b>	Cut to size with Section Stitching and perfect binding

## A.2 HMT Limited 69th Annual Report Full (With Subsidiaries) In English 2021–22

SL. No.	DESCRIPTION	
1.	<b>Size:</b>	210 x 273 mm (approx.)
2.	<b>Quantity:</b>	200 Copies in English
3.	<b>Paper:</b>	<ul style="list-style-type: none"> <li>75 GSM Maplitho White Paper for Text.</li> <li>90 GSM Imported Art Paper with Colour Tipping for Chairman's Address (10 Pages. i.e., 5 Sheet) and Director's List with colour Photographs and Colour Graphs, if any.</li> <li>175 GSM Imported Art Paper for Cover Pages.</li> </ul>
4.	<b>Printing:</b>	<ul style="list-style-type: none"> <li>Single Colour Printing back to back for Text.</li> <li>Multi Colours for Cover Pages, Graphs and Chairman's Address.</li> </ul>
5.	<b>Colour Photos:</b>	4 / 8 Colour Photos inside Cover Pages
6.	<b>Text Pages:</b>	420 Pages (210 Sheets)
7.	<b>Colour Tipping:</b>	10 Pages (5 Sheets)
8.	<b>Cover Pages:</b>	4 Pages (2 Sheets)
9.	<b>Total No. of Pages Including Cover Pages:</b>	424 Pages (212 Sheets)
10.	<b>Binding:</b>	Cut to size and perfect binding

## A.3 HMT Limited 69<sup>th</sup> Annual Report Full (With Subsidiaries) In Hindi: 2021–22:

SL. No.	DESCRIPTION	
1.	<b>Size:</b>	210 X 273 Mm (Approx.)
2.	<b>Quantity:</b>	50 Copies In Hindi
3.	<b>Paper:</b>	<ul style="list-style-type: none"> <li>75 GSM Maplitho White Paper for Text.</li> <li>90 GSM Imported Art Paper with Colour Tipping for Chairman's Address and Director's List with Colour Photographs and Colour Graphs, if Any.</li> <li>175 GSM Imported Art Paper for Cover Pages.</li> </ul>
4.	<b>Printing</b>	<ul style="list-style-type: none"> <li>Single Colour Printing Back To Back for Text.</li> <li>Multi Colours for Cover Pages, Graphs and Chairman's Address.</li> </ul>
5.	<b>Colour Photos:</b>	4 / 8 Colour Photos inside Cover Pages
6.	<b>Designing:</b>	Designing and Colour of Cover Page will be replica of English Version of Annual Report of Hindi
7.	<b>Text Pages:</b>	420 Pages (210 Sheets)
8.	<b>Colour Tipping:</b>	If Any.
9.	<b>Cover Pages:</b>	4 Pages (2 Sheets)
10.	<b>Total No. of Pages Including Cover Pages:</b>	424 Pages (212 Sheets)
11.	<b>Binding:</b>	Cut to Size and Perfect Binding

#### A.4 HMT Machine Tools Ltd 23<sup>rd</sup> Annual Report – In English 2021-22:

SL. No.	DESCRIPTION	
1.	<b>Size:</b>	210 x 273 mm (approx.)
2.	<b>Quantity:</b>	100 Copies in English
3.	<b>Fj.Paper:</b>	<ul style="list-style-type: none"> <li>75 GSM. Maplitho White Paper for Text.</li> <li>90 GSM Imported Art Paper with Colour Tipping for Chairman's Address and Director's List with colour Photographs and Colour Graphs, if any.</li> <li>175 GSM Imported Art Paper for Cover Pages.</li> </ul>
4.	<b>Printing:</b>	<ul style="list-style-type: none"> <li>Single Colour Printing back to back for Text.</li> <li>Multi Colours for Cover Pages and Graphs</li> </ul>
5.	<b>Colour Photos:</b>	4 / 8 Colour Photos inside Cover Pages
6.	<b>Text Pages:</b>	84 Pages (42 Sheets)
7.	<b>Colour Tipping:</b>	If any.
8.	<b>Cover Pages:</b>	4 Pages (2 Sheets)
9.	<b>Total No. of Pages Including Cover Pages:</b>	88 Pages (44 Sheets)
10.	<b>Binding:</b>	Cut to size and perfect binding

#### A.5 HMT Watches Ltd 23<sup>rd</sup> Annual Report – In English 2021-22

SL. No.	DESCRIPTION	
1.	<b>Size:</b>	210 x 273 mm (approx.)
2.	<b>Quantity:</b>	50 Copies in English
3.	<b>Paper:</b>	<ul style="list-style-type: none"> <li>75 GSM. Maplitho White Paper for Text.</li> <li>90 GSM Imported Art Paper with Colour Tipping for Chairman's Address and Director's List with colour Photographs and Colour Graphs, if any.</li> <li>175 GSM Imported Art Paper for Cover Pages.</li> </ul>
4.	<b>Printing:</b>	<ul style="list-style-type: none"> <li>Single Colour Printing back to back for Text.</li> <li>Multi Colours for Cover Pages and Graphs</li> </ul>
5.	<b>Colour Photos:</b>	4 / 8 Colour Photos inside Cover Pages
6.	<b>Text Pages:</b>	60 Pages (30 Sheets)
7.	<b>Colour Tipping:</b>	If any.
8.	<b>Cover Pages:</b>	4 Pages (2 Sheets)
9.	<b>Total No. of Pages Including Cover Pages:</b>	64 Pages (32 Sheets)
10.	<b>Binding:</b>	Cut to size and perfect binding

#### A.6 HMT (I) Ltd 48th Annual Report – In English – 2021-22:

SL. No.	DESCRIPTION	
1.	<b>Size:</b>	210 x 297 mm (approx.)
2.	<b>Quantity:</b>	100 Copies in English
3.	<b>Paper:</b>	<ul style="list-style-type: none"> <li>75 GSM Maplitho White Paper for Text.</li> <li>90 GSM Imported Art Paper with Colour Tipping for Director's / Chairman's Report (8 Pages. i.e., 4 Sheets) with colour Photographs and Colour Graphs, if any.</li> <li>175 GSM Imported Art Paper for Cover Pages.</li> </ul>
4.	<b>Printing</b>	<ul style="list-style-type: none"> <li>Single Colour Printing back to back for Text.</li> <li>Multi Colours for Cover Pages and Graphs</li> </ul>
5.	<b>Colour Photos:</b>	4 / 8 Colour Photos inside Cover Pages
6.	<b>Text Pages:</b>	74 Pages (37 Sheets)
7.	<b>Colour Tipping:</b>	8 Pages (4 Sheets)
8.	<b>Cover Pages:</b>	4 Pages (2 Sheets)
9.	<b>Total No. of Pages Including Cover Pages:</b>	78 Pages (39 Sheets)
10.	<b>Binding:</b>	Cut to size and perfect binding

#### A.7 Printing of Notice for 69<sup>th</sup> AGM of HMT Limited

SL. No.	DESCRIPTION	
1.	<b>Size:</b>	210 x 297 mm (approx.)
2.	<b>Quantity:</b>	100 Copies in English (APPROX.)
3.	<b>Paper:</b>	75 GSM Maplitho White Paper for Text.
4.	<b>Printing</b>	Single Colour Printing back to back for Text.
5.	<b>Text Pages:</b>	16 Pages (8 Sheets)
6.	<b>Binding:</b>	Cut to size and perfect binding

#### Part B:

Scope also covers the Translation, Typing & Proof Reading from English Annual Report to Hindi Annual Report:

SI No	Description	No. of Pages for Translation Typing and Proof Reading (Approx.)
B.1	HMT Ltd., 69th Annual Report Full (Without Subsidiaries)	206 Pages
B.2	HMT Machine Tools Ltd., 23 <sup>rd</sup> Annual Report – In English	84 Pages
B.3	HMT Watches Ltd., 23 <sup>rd</sup> Annual Report – In English	60 Pages
B.4	HMT (I) Ltd., 48th Annual Report – In English	74 Pages
	Total Pages (including 4 cover page):	424 (Approx).

### **SECTION 3 : ELIGIBILITY CRITERIA**

HMT Limited has set up minimum eligibility criteria for the bidding purposes. All bidders must meet the following criteria before they apply for the bid. The bidders meeting the following eligibility criteria must enclose supporting documents along with the bid:

1. The Registered Office or one of the Branch Offices should be located in Bengaluru for at least last one year.
2. They should have at least three years experience in providing Services to Government Departments, Private Companies, Public Sector Companies/ Banks, etc.; Relevant document proof to be furnished.
3. The Agency should be registered with the appropriate registration authority and should be in existence for not less than three years before 01/04/2019.
4. The Agency should have minimum annual Turnover/ Billing of Rs 20 Lakhs and above during the preceding 3 years (2018-19, 2019-20 & 2020-21) as per the Audited Accounts.) If the statements of Audited Accounts are not readily available, a certificate from C.A. shall be submitted.
5. Copies of Income Tax Returns filed during last 3 years to be enclosed.
6. The Agency should have valid Labour Contract License with State/Central Labour Commissioner.
7. GST Registration particulars to be provided.
8. They should be registered with Income Tax authorities.PAN No. to be provided
9. They should have their own operative Bank Account.
10. The agency or any of its partners/directors etc. should not have been black listed/debarred by any of the government agencies or departments or should not have been found to be guilty of moral turpitude or convicted of any economic offense or with violation of any labour laws etc. by any court or any authority appointed to enforce any labour laws or regulations.

## SECTION 4 : SPECIFIC TERMS AND CONDITIONS

### Specific Terms and Conditions for Part - A

1. The Printing Job will have to be executed in co-ordination with Company Secretariat office & Administration Dept. of HMT Ltd. for English Annual Reports and for Hindi Annual Reports.
2. The Type / Style / Graph and Layout of the Annual Reports should be as initially approved by the above Official.
3. The Paper used for intermediate pages, Cover Page and the Design / Colour of Cover Page / Chairman's Report should be as per the approved samples. Any deviation in supplies is liable for rejection against replacement.
4. The Composition of Annual Reports should strictly confirm to the specimen Annual Reports.; The Type/Style/Graph and layout of the Annual Reports should be as per the specimen and can be verified before proposing the Tender submission.
5. The above rates quoted are inclusive of Designing for Cover Page, Colour Separation, Positives, Paper, Printing, Binding charges, etc.
6. The Service Provider should have all infrastructures in house and facilities like DTP, Plate making, Printing, Binding, Trained Manpower Captive Power etc. under one roof to execute the job in time.
7. There may be an increase or decrease in the number of Pages. Any increase / Decrease in No. of pages, beyond 4 Pages will be charged / deducted on Prorata basis.
8. Increase / Decrease of No. of Copies will be calculated on Prorata basis.
9. Hindi Version of Printing ought to be done as per page Layout, Format and replica of English Version of Annual Report.
10. The Hindi and English proof must be thoroughly compared at your end before sending for our approval.
11. VALIDITY: Rates should remain firm for a period of 120 days or till printing work is completed. No increase in the rates quoted will be allowed during the tenure of the Order.
12. TIMELINE FOR SHARING THE PRINTABLE ENGLISH VERSION FOR APPROVAL
  - a. Original text will be provided by HMT through email/hard copy. Proof reading should be carried out by supplier before sharing the printable version to HMT. Timeline stated below.

1 <sup>st</sup> draft of Audit Report and financials	Within 15 working days from the date of supply of original text
1 <sup>st</sup> draft of Chairman's Speech/Directors Report etc which are in word format/few tables	Within 6 working days from the date of supply of original text
Cover pages template	Within 20 working days of issue of purchase order
-Any changes suggested to 1 <sup>st</sup> draft & subsequent drafts & cover page	Within 6 working days from the date of changes proposed to 1 <sup>st</sup> draft & within 3 days for subsequent changes proposed.

- b. During finalization of all drafts including cover page, supplier should be able to carry out any changes/insert new pages/formatting etc on immediate basis without referring to above timeline.

13. DELIVERY:

- a. You should execute the Job on priority basis and print, supply & deliver the entire Sets of English Annual Reports within 8 – 10 days from the date of final approval of Proof.
- b. The Hindi Version of Annual Reports ought to be completed and delivered along with a soft copy in MS word & should be preferably in Mangal Font in Email/Pen drive within 20 days from the date of Delivery of English Version of Annual Reports.

14. DESPATCH: Items should be delivered duly packed at the identified place as per our instructions later on.

15. PAYMENT:

- a. 60 Days after receipt and acceptance of the item(s).
- b. Payment will be made separately by the respective Subsidiaries as detailed in the Scope of Service
- c. Submission of the Delivery Challan(s) and Bills are to be made accordingly

16. LIQUIDATED DAMAGE / PENALTY FOR LATE DELIVERY: In the event of delay in delivery of Printed materials, penalty at the rate of ½% (half percent) of the total value for each week of delay will be levied and recovered for the in-complete / undelivered materials.

17. A soft copy of HMT Annual Report Full in Hindi in MS word (preferably in Mangal Font) and English in PDF Format should be submitted in TWO separate Email/pen drive immediately after delivery of the Annual Reports.

18. The material to be supplied shall strictly conform to the sample approved by this Office failing which the supply would be rejected and the Order would be cancelled. In that case, the EMD of the firm would be forfeited.

19. If the Supplier after the placement of Order fails to abide by the Terms and conditions of these Tender Documents, or fail to supply the material as per Delivery Schedule given or at any time repudiates the Contract, HMT Limited will have the right to forfeit the EMD deposited by the Supplier.

20. You should furnish the names of two persons of your Staff related with composing, printing of English and Hindi Annual Reports (including translation from English to Hindi, Typing and Proof Reading) with whom necessary discussion, briefing could be done in the matter, during the execution of Printing job.

**Specific Terms and Conditions for Part - B**

(Translation, Proof Reading and Typing of Hindi Annual Reports 2021-22)

1. The Hindi & English proof must be thoroughly compared/verified at supplier end. Proof reading should be carried out before printing of the Hindi Version by the supplier. Supplier must confirm that Hindi translation is in line with English version before printing and raising the Invoice. Hindi Version of Translation & Typing as per page Layout, Format and Replica of English Version of Annual Report. For Hindi Translation auto-translation software such as Google Translate etc should not be used.
2. Payment will be made for actual No. of pages translated, typed and proof reading done.
3. After executing the work, soft copy of the Hindi version Report should be given to us in MS word format & should be preferably in Mangal Font by E-mail/Pen drive for record purpose to HMT Limited & its Subsidiaries.

## **SECTION 5 : GENERAL TERMS AND CONDITIONS**

1. The Tender shall be submitted in full enclosing the prescribed formats / documents only.
2. All the pages of the bid shall be signed with seal and submitted, otherwise it will be treated as incomplete bid and the same will be rejected.
3. However, the company reserves the right to accept or reject any or all the tenders without assigning any reason.
4. Date, Time, Place and Address for opening of Price Bid will be intimated to Technically qualified Tenderers.
5. Tender documents if downloaded, the bid must be accompanied by the Tender documents cost in the form of DD drawn in favour of HMT Limited or Remittance details otherwise bid will be rejected.
6. Rate shall be written legibly in words and figures. In case of discrepancy noted between figures and words, the rate written in words will be used for final consideration.
7. There shall not be corrections or over writings, if any such correction or over writings, the same shall be self attested by the tenderer.
8. HMT Limited does not bind itself to accept the lowest or any tender and have the discretion to accept or reject the offers wholly or any part.
9. Tenderers shall enclose the copies of relevant documents / credentials / work orders / experience certificates etc.
10. All disputes are restricted to Bengaluru jurisdiction only.
11. Evaluation of offers by HMT is final.
12. The Total value of the Package with scope as covered under Part A and Part B will be considered for evaluating the L1 bidder.
13. Validity of the rates quoted shall hold good for 120 days from the date of opening of tender.
14. The tenderer shall comply with all statutory obligations like ESI, PF, Payment of Minimum Wages Act, Bonus, Labour License, liability Insurance on men and material, Tools and Plants, Machineries and equipments etc., at their cost and risk. HMT shall be in no way liable for such risks.
15. Multiple offers from sister concern or related concern having common ownership / links with each other are strictly not allowed. In that case their offers shall be rejected straight away.
16. In the event of any liability arising under any law in force from time to time or any claim arising for any reasons involving staff due to accident or any other account, such liability shall be borne by the Service Provider and HMT shall in no way be responsible or liable for the same.
17. Any person who has filed any case or raised any litigation against the Company which is pending before any court is not eligible to apply for the Tender.

18. The EMD amount deposited by the successful tenderer will be forfeited if they fail to abide by the terms and conditions of these Tender Documents, or fails to take-up the Work from the date of issue of Work Order, or fails to render services as per the Agreement signed or at any time repudiates the Contract.
19. The EMD amount of unsuccessful bidder shall be refunded without interest after finalization of contract.
20. If the Service Provider after the placement of Order fails to abide by the Terms and Conditions of these Tender Documents, or fail to supply the material as per Delivery Schedule given or at any time repudiates the Contract, HMT Limited will have the right to forfeit the EMD deposited by the Service Provider.
21. The Bidder should be located in Bengaluru, indicate clear communication modes such as Telephone, Fax, E-mail etc.
22. Part / Incomplete Bids are liable to be rejected. Hypothetical and / or conditional Bid will not be entertained.

### **23. PREFERENCE TO SMEs**

HMT reserves the right for providing preference to /MSE Industries in terms of "Public Procurement Policy for Micro and small Enterprises (SMEs) Order 2012". Purchase preference for these SMEs will operate as follows:

- a. This Public Procurement policy shall apply to Micro and Small Enterprises registered with District Industries Centers or Khadi and village industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises.
- a. If the L-1 Agency is MSE vendor, then the order will be awarded to this agency only.
- b. If L-1 Agency is not a MSE vendor, if the quote of the lowest amongst MSE vendors is within price band of L-1+15%, then, considering spirit of policy for enhancing Government procurement from MSE, such MSE vendor will be awarded the contract provided he is ready to match the L-1 Price.
- c. Detailed technical specifications described in scope of work/service are mandatory requirement and will not be relaxed for any reason.
- d. Above preference shall be applicable to only those vendors, whose SSI/NSIC/MSME certificate contains the item(s) as listed in this tender.

**TENDER DOCUMENT  
FOR  
PRINTING OF ANNUAL REPORTS**

**TECHNICAL BID**

**(Use separate cover for this BID)**

**HMT LIMITED**  
HMT BHAVAN, 59, Bellary Road  
Bengaluru – 560 032

**HMT LIMITED**  
HMT Bhavan, 59, Bellary Road  
Bengaluru – 560 032

**SECTION 6: TECHNICAL BID - VENDOR REGISTRATION FORMAT**

SL. NO.	PARTICULARS	DETAILS								
1. a)	Name and Address of the Service Provider									
b)	Whether Individual or Partnership Firm (Enclose Partnership Deed as Applicable)									
c)	Telephone /Mobile No.									
d)	Fax No.									
e)	E-mail ID									
f)	Website Address									
g)	Company profile (please enclose)									
h)	The Average Annual Turnover of the Company for the past three years. Audited Copies of Balance Sheet with profit and loss account duly signed for the last three years. (Minimum Eligibility : Rs.20 Lakhs)	<table border="1"> <thead> <tr> <th>Year</th> <th>Turnover in Rs Crores</th> </tr> </thead> <tbody> <tr> <td>2018-19</td> <td></td> </tr> <tr> <td>2019-20</td> <td></td> </tr> <tr> <td>2020-21</td> <td></td> </tr> </tbody> </table>	Year	Turnover in Rs Crores	2018-19		2019-20		2020-21	
Year	Turnover in Rs Crores									
2018-19										
2019-20										
2020-21										
i)	Bankers details: Bank Name: Branch : IFSC Code: A/c Number:									
j)	Pan Card Details (Photo Copy to be attached)									
k)	Copies of Income Tax Returns filed during last 3 years to be enclosed	<b>Enclosed / Not Enclosed</b> (Please tick)								
2.	Quality system implemented – ISO 9000 / QS 2000 etc.									
3.	Name, Address & Tel No. of the Owner / Proprietor / MD									
4.	Central Excise Range / Division to which the Unit belongs									
5.	GST Registration (copy to be enclosed)									
6.	Registration No. (SSI etc.)									
7.	Details of Machinery / facilities available									
8.	Details of inspection / testing facility									
9.	Manpower / Organization Structure									
10.	Details of your major customers									

11.	Are you supplying to any other Units of HMT and if so, give details of the Units	
12.	Total No. of years of Experience Minimum of Three Years (Enclose documentary proof of valid Registration certificate & previous work Order copies may be attached)	
13	Major Clientele list Central PSU's, listed companies, Govt. Departments, Corporate Sectors etc. (Three work Order copies from such clients should be enclosed)	
14	One Major Client handled by you of any Central PSU's, listed companies, Govt. Departments, Corporate Sectors on the Performance Report of the Agency should be enclosed	
15	Sample Annual Reports: Two copies of English & Hindi versions for the last two years to be furnished	
16	Sample Papers as mentioned in the scope point no A.1 to A.7 to be furnished; <ul style="list-style-type: none"> <li>• 54 GSM Creamwove White Paper</li> <li>• 90 GSM Maplitho White Paper</li> <li>• 75 GSM Maplitho White Paper</li> <li>• 90 GSM Imported Art Paper</li> <li>• 175 GSM Imported Art Paper</li> </ul>	
17	List of number of qualified and experienced personnel for creative designing, editing & quality printing	
18	Number and Names of qualified and experienced translators, Composers with sufficient knowledge of Hindi and Hindi Software being used for such job.	
19	List / No of Printing Machines available like Offset Printing Machines, Automatic high speed Automatic Folding Machines, Automatic Gang/Saddle/Central Stitching Machines etc.	

Note: Offers of those firms who qualified in the Technical evaluation criteria shall only be eligible for opening of their Price Bid and accordingly the date of opening of their Price bid will be communicated.

## CHECK LIST

- 1) If the Tenderer is a Firm/Company, please enclose the copies of the following documents (if applicable).

i)	Memorandum of Articles of Association	:	YES / NO
ii)	Audited Balance Sheet & Profit Loss A/c	:	YES / NO
iii)	Net worth of the Firm / Company	:	YES / NO

Note: If the above clause is not applicable, please indicate as 'NA' against item Nos.1(i) to 1(iii).

2)	Copies of the Income-Tax Returns filed by the Tenderer during last 3 years i.e FY <b>2018-19, FY 2019-20 &amp; FY 2020-21</b>	:	Copies enclosed YES / NO
3)	Terms & Conditions (Section 4): Read and Agreed by the Tenderer and signed copy attached in Technical Bid Document	:	YES / NO
4)	Technical Bid as stated in Page No.17 & 18 (Section 6) furnished.	:	YES / NO
5)	Undertaking (Section 7) Read and Agreed by the Tenderer and signed copy attached in Technical Bid Document	:	YES / NO
6)	Bank Mandate Form (Section 8) Furnished	:	YES / NO
7)	Prices Bid (Section 9): Enclosed in a separate Envelope	:	YES / NO
8)	Applicable % of Tax & any other Taxes has been mentioned separately.	:	YES / NO
9)	Copies of the recent 3 Work Order executed enclosed	:	YES / NO
10)	Clientele list enclosed	:	YES / NO
11)	Performance Satisfactory Certificate enclosed.	:	YES / NO
12)	Validity of offer is for a minimum period of 120 days from the date of Technical Bid Opening.	:	YES / NO

13.	Tender Document Cost Payment Details	NEFT Payment Details : OR DD No.:_____ Date:_____ Name of the Bank:_____ Value : Rs. _____
14	EMD Details	NEFT Payment Details : OR DD No.:_____ Date:_____ Name of the Bank:_____ Value : Rs. _____

## SECTION 7: UNDERTAKING – CERTIFICATE

1. I/We, \_\_\_\_\_ Son / Daughter / Wife of Shri..... Proprietor/ Director/ Authorized Signatory of the Bidder, mentioned above, am competent to sign this declaration and execute this tender document;
2. I/We have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

**Signature of the Tenderer**

**Name:**

(With Address, Contact Details & Official Stamp of the firm)

Date:

## SECTION 8: BANK MANDATE FORM

Electronic clearing service (credit clearing) / Real Time Gross Settlement (RTGS)  
facility for receiving payments

### DETAIL OF ACCOUNT HOLDER:

<b>Name of the Account holder</b>	
<b>Complete Contact Address</b>	
<b>Telephone Number / Fax / email</b>	

### BANK ACCOUNT DETAILS:

<b>Bank name</b>	
<b>Branch name with Complete Address</b>	
<b>Telephone Number and email</b>	
<b>Whether the branch is computerised</b>	
<b>Whether the branch is RTGS enabled, if yes, then what is the branch's IFSC code</b>	<b>IFSC CODE:</b>
<b>Is the branch also NEFT enabled</b>	
<b>Type of bank account (SB/Current/Cash credit)</b>	
<b>Complete bank account number (latest MICR code of bank)</b>	<b>A/C NO.</b>
<b>Attested photocopy of the Pan card</b>	

We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, we would not hold the user institution responsible. We have read the option invitation letter and agree to discharge responsibility expected of us as a participant under the Scheme.

For.....

Authorized Signatories

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Certified that the particulars furnished above are correct as per our records.

(Bank seal with signature)

**TENDER DOCUMENT**

**FOR**

**PRINTING OF ANNUAL REPORTS**

**PRICE BID**

**(Use separate cover for this BID)**

**HMT LIMITED**  
HMT BHAVAN, 59, Bellary Road  
Bengaluru – 560 032

## SECTION 9 : PRICE BID (Evaluation Format)

**Name of the Service:** Printing of Annual Reports in English & Hindi

### Part A:

SI No.	Description	Paper Specification	Total No. of Pages/ Sheets	Qty Copies	Rate of Amount in Rs.	GST	Total Amount in Rs.
A.1	HMT Ltd. 69 <sup>th</sup> Annual Report full (Shareholders' copy) in English	54 GSM Creamwove	<b>206/103</b>	400			
A.2	HMT Ltd. 69 <sup>th</sup> Annual Report full (with subsidiaries) in English:	75 GSM Maplitho	<b>424/212</b>	200			
A.3	HMT Ltd. 69 <sup>th</sup> Annual Report full (with subsidiaries) in Hindi:	75 GSM Maplitho	<b>424/212</b>	50			
A.4	HMT Machine Tools Ltd., 23 <sup>rd</sup> Annual Report – in English	75 GSM Maplitho	<b>88/44</b>	100			
A.5	HMT Watches Ltd., 23 <sup>rd</sup> Annual Report – in English	75 GSM Maplitho	<b>64/32</b>	50			
A.6	HMT (I) Ltd., 48 <sup>th</sup> Annual Report – in English	75 GSM Maplitho	<b>78/39</b>	100			
A.7	Printing of Notice for 69 <sup>th</sup> AGM of HMT Limited	54 GSM Creamwove	<b>16/8</b>	100			
<b>Amount in Words:</b>		<b>Rs.....Only</b>					

### Part B:

Scope covers the Translation, Typing & Proof Reading from English Annual Report to Hindi Annual Report:

SI No	Description	Pages for Translation Typing and Proof Reading (Approx.)	Rate of Amount in Rs.	GST	Total Amount in Rs.
B.1	HMT Ltd., 69th Annual Report Full (Without Subsidiaries)	206 Pages			
B.2	HMT Machine Tools Ltd., 23rd Annual Report	84 Pages			
B.3	HMT Watches Ltd., 23rd Annual Report	60 Pages			
B.4	HMT (I) Ltd., 48th Annual Report	74 Pages			
	Total (Including 4 cover pages)	424 Pages (Approx).			
<b>Amount in Words:</b>		<b>Rs.....Only</b>			

**Signature of the Tenderer**

**Name:**

(With Address, Contact Details & Official Stamp of the firm)

Date:

Place: