



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(NIT)

Sealed tenders are hereby invited on behalf of Managing Director, Himachal Pradesh Power Corporation Limited, Himfed Building, New Shimla-171009 for the below mentioned work so as to reach in this office on or before **14-12-2021 up to 12.00 PM** and shall be opened on the same date at **12.30 PM** in the presence of intending bidders or their authorized representative, who may wish to be present.

The Schedule of Quantity is as per **Annex-I** and specifications for the Supply of Diary and Calendar is as per **Annex-II** attached herewith the NIT and the same can be downloaded from HPPCL website www.hppcl.in w.e.f. **06.12.2021**. The cost of tender document is Rs 590/- (Including GST).

Name of work:- Printing of HPPCL Diaries and Calendars for the year 2022.
Estimated cost: - Rs. 1,55, 000/-Only.
Earnest Money: - Rs.10,000/-Only.

TERMS & CONDITIONS:

1. The tenderer shall deposit earnest money of Rs.10,000/- only (Refundable) as a security in the shape of Bank Draft in favour of the Himachal Pradesh Power Corporation Limited, Himfed Building, New Shimla-171009.
2. NIT/Tender form will be available with Dy.Manager (Estate), HPPCL, Himfed Building, New Shimla -171009 up to **05:00 P.M. on 13-12-2021** and Tender fee of Rs.590/- (non refundable) in the shape of Demand Draft favoring Himachal Pradesh Power Corporation Limited, Himfed Building, New Shimla-171009 payable at Shimla is to be paid by the bidder while submitting their bid. Alternatively, NIT/Tender Form will also be available on HPPCL's website (www.hppcl.in) upto **05:00 P.M. on 13-12-2021** which can be downloaded and to be subsequently submitted along with Tender fee of Rs. 590/- (non refundable) in the shape of Demand Draft favoring Himachal Pradesh Power Corporation

RK Nangra
6/12/2021



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Limited, Himfed Building, New Shimla-171009 payable at Shimla, while submitting their bid.

3. The Tender Document Cost and Earnest Money, separately in shape of Demand Draft only favoring Himachal Pradesh Power Corporation Limited, Himfed Building, New Shimla-171009 payable at Shimla be deposited at time of submission of their bids. Tender without Tender cost & Earnest Money will not be entertained and shall be rejected out rightly.
4. The bidder must have his own Printing Press and must submit a documentary evidence to establish the same, along with his bid, otherwise the bid will not be entertained and shall be rejected out rightly.
5. Bidder shall furnish his bids as per format given in **Annex-I** to the NIT. Bids must be submitted in a properly sealed envelope addressed to Dy.Manager (Estate), H.P. Power Corporation Ltd., Himfed Building, BCS, New Shimla by designation and not by name. The bids must be super scribed "Bid for the supply of "HPPCL Diaries and Calendars". The Bid must reach the O/o Dy.Manager (Estate) latest by **12:00 P.M. on 14-12-2021**. The NIT will be opened at, HPPCL's, Corporate Office, New Shimla on the same day at **12:30 P.M.** in the presence of intending bidders or their authorized representative.
6. Prices quoted should be firm, in respective of increase or decrease in quantity.
7. The H.P. Power Corporation Ltd., reserves the right of rejection/approval of all or any of the bids 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.
8. The rates should be quoted FOR destination in Shimla.
9. GST: The prices are excluding GST. The applicable GST is to be mentioned clearly/separately in the invoice/bill. 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.
10. HPPCL's GST details are here under:
 - a. Recipient Name: Himachal Pradesh Power Corporation Limited

Rajnaray Singh
6/14/2021



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11. GSTIN: - 02AABCH8615G1ZX

12. 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.


6/12/2021
Dy. Manager (Estate)

No. HPPCL/P&A/ Estate Office/Dairies & Calendars/2021- 11132-34 Dated:-06/12/2021

Copy of the above is forwarded to the following:

1. The Sr. Manager (IT), HPPCL, Himfed Building, New Shimla-171009 for displaying the short term NIT on HPPCL's website.
2. The Manager (Finance), HPPCL, Himfed Building, New Shimla-171009 for information please.
3. The HPPCL Notice Board.


6/12/2021
Dy. Manager (Estate)



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Annex-I

SCHEDULE OF QUANTITY

| Sr. No. | Description of Item | Qty. | Unit | Rate | Amount |
|---------|--|-----------------------|------|------|--------|
| 1. | Designing, production & binding of HPPCL Diary 2022 | 1300 Nos. (Approx) | Each | | |
| 2. | Designing ,print , & production of HPPCL Calendars, 2022 | 3500 Nos. (Approx) | Each | | |

Yours faithfully,

(Signature of the Authorized person)

Full name of the Authorized person

Designation

Contact Number :

Email:

Seal of the firm and date

RA Namey
6/12/2021



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Annex-II

SPECIFICATIONS FOR HPPCL's DIARY:-

| Sr. No. | Description | |
|---------|-----------------------|---|
| 1. | Quantity | 1300 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">- PU rexine pasted on 28oz hard board with 3 mm foam inside the rexine with edge stitching.- 28 oz mm thick imported book binding board double stitching on side of cover. |
| 5. | Colour Scheme | <ul style="list-style-type: none">- HPPCL Logo and 2022 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 |
| 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 artwork and | <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">- Section sewing with good quality thread.- Wood bracket inside the spine with thread binding. |

R. Namgiri
06/11/2021



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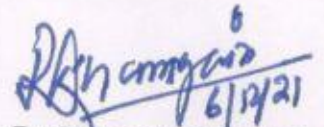
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| | | |
|-----|----------|--|
| 10. | Packing | <ul style="list-style-type: none">- Cover pasting with best quality adhesive.- <i>Utmost care should be given to quality of binding and presentation.</i>- ½ cm wide ribbon marker with 1"X 3" paper (300Gsm laminated art card) in matching colour of the cover to be pasted in the spine. Marker printed in double colour. |
| 11. | Dispatch | <ul style="list-style-type: none">- The material to be delivered at HPPCL office at Shimla. |

SPECIFICATION for HPPCL's CALENDAR:-

| | 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. |


Dy. Manager (Estate)