

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	24-06-2026 14:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	24-06-2026 14:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Chemicals And Fertilizers
विभाग का नाम/Department Name	Department Of Chemicals And Petrochemicals
संगठन का नाम/Organisation Name	Hindustan Organic Chemicals Limited
कार्यालय का नाम/Office Name	Ambalamugal,ernakulam
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	sangeetha.sasi@hoclindia.com
वस्तु श्रेणी /Item Category	Paper-based Printing Services - Printing with Material; Book/Booklet; Offset
अनुबंध अवधि /Contract Period	1 Year(s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No

बिड विवरण/Bid Details	
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
Payment Timelines	Payments shall be made to the Seller within 30 days of issue of service delivery acceptance certificate (SDAC) and on-line submission of bills (This is in supersession of 10 days time as provided in clause 12 of GeM GTC)
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	0.05
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	12

(a) ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

COMPANY SECRETARY

Ambalamugal, ernakulam, Department of Chemicals and Petrochemicals, Hindustan Organic Chemicals Limited,
Ministry of Chemicals and Fertilizers
(Hocl)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% / Purchase Preference to MSE OEMs/ Service Provider available upto price within L1+X%	15
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माता/सेवा प्रदाता को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Percentage of Bid quantity/amount for MSE OEMs/ Service Provider Purchase preference	100

ट्रेड्स भुगतान संबंधी विवरण/TReDS Payment Details

This Bid provides for Trade Receivables Discounting System (TReDS) as Preferred mode of payment. For MSME sellers, payments may be processed through a TReDS exchange in which the Buyer is registered, subject to applicable policy and regulatory guidelines. Accordingly, sellers intending to avail payment through TReDS are required to be registered with at least one TReDS exchange in which the buyer is registered.

1. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted in case of product bids, whereas in case of services the eligibility is automatically validated. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 100% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the [OM_No.1_4_2021_PPD_dated_18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

2. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or

2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :

ANNUAL REPORT DESIGNING AND PRINTING 2025-2026 - [1781078927.xlsx](#)

Paper-based Printing Services - Printing With Material; Book/Booklet; Offset (180)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Printing	Printing with Material
Category of Printing	Book/Booklet
Mode of Printing	Offset
Single/ Double Sided	Double Sided (Both Sided - Front and Back)
Colour of Printing	Front Multi - Color Back Single Color
Printing Content	Text + Pictorial
Paper Material	Art Paper
Standards of Paper	Conformity to Indian Standard IS 1848
Size of the Paper (in cm)	A4 (21.0 x 29.7)
Thickness of Paper in GSM	210 GSM
Inserts	Not Required
Lease/ Agreement/ Rent receipts (in case of rented space) to be uploaded(documentary proofs to be submitted by SP)	NO
Number of languages of printing	Bilingual
Language	Hindi
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Copies	अतिरिक्त आवश्यकता /Additional Requirement
1	Sangeetha Sasi	682302,HINDUSTAN ORGANIC CHEMICALS LTD, AMBALAMUGAL ERNAKULAM	180	<ul style="list-style-type: none">Number of pages per Item : 500

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions**1. Generic**

OPTION CLAUSE 50% : The buyer can increase or decrease the contract quantity or contract duration up to 50 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or contract duration can only be increased up to 50 percent. Bidders are bound to accept the revised quantity or duration.

For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 50 percent with the consent of the service provider

2. Purchase Preference (Centre)

Procurement under this bid is reserved for purchase from Micro and Small Enterprises whose credentials are validated online through Udyog Aadhaar/URC for that product/service category. If the bidder wants to avail the reservation benefit, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service.

3. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

4. Service & Support

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

5. Purchase Preference (State)

Bid reserved for MSE from the State of Bid Inviting Authority: Procurement under this bid is reserved for purchase from Micro and Small Enterprises from the State of Bid Inviting Authority having valid Udyam Registration and whose credentials are validated online through Udyam Registration portal. If the bidder wants to avail themselves of the reservation benefit, the bidder must be the manufacturer / OEM of the offered product on GeM. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible to participate in this bid. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility based on documentary evidence submitted, while evaluating the bid. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

6. Past Project Experience

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

7. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name

HOCL
Account No.
37881840330
IFSC Code
SBIN0013551
Bank Name
STATE BANK OF INDIA
Branch address
MUMBAI

. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

8. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

9. Buyer Added Bid Specific SLA

File Attachment [Click here to view the file.](#)

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer ,is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid.All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM.If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and

published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.

8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---



HINDUSTAN ORGANIC CHEMICALS LTD.
[CIN: L99999KL1960GOI082753]
REGISTERED OFFICE: AMBALAMUGAL PO
ERNAKULAM, KERALA – 682 302
Tel. No. 0484 – 2727342
Website: www.hoclindia.com
E mail: cs@hoclindia.com

TENDER

HOCL/AR printing/GeM-tender/2026

08th June, 2026

Engagement of “Printer” for designing, layout, preparation of ready-to-email soft copy and printing & binding of the bi-lingual (English & Hindi) Annual Reports of HOCL & HFL for FY 2025-26

HOCL invites two bid proposals from Printers for the designing, layout, preparation of ready-to-email soft copy and printing & binding of the bi-lingual (English & Hindi) Annual Reports of HOCL & HFL for FY 2025-26. The Printers desirous of taking up the work are invited to submit their proposal in response to this Tender notification as per the terms and conditions set out in this tender notification. The criteria and the actual process of evaluation of the proposals in response to this tender and subsequent selection of the Printers will be entirely at the discretion of HOCL.

The Printers should have necessary experience, capability and expertise to perform and execute the proposed work, as per the ‘Scope of Work’ and to adhere to the requirements/terms and conditions outlined in this Tender. The Printers must comply with all the requirements stated in this tender.

This Tender Notification is not an offer by HOCL, but an invitation to receive bids from the Printers. No Contractual obligation whatsoever shall arise from this Tender Notification unless and until a formal Contract is signed and executed by duly authorized official(s) of HOCL with the selected Printers.

Interested and eligible printers may submit the proposal with necessary supporting documents in GeM Portal. Proposal submitted other than through online mode in GeM-Portal will not be accepted. Please visit GeM Portal/HOCL web site regularly for any addendum/corrigendum/extension regarding this Tender Notification. The parties are requested to thoroughly read this Tender Notification before submitting their online bid. The Technical Bid and Price Bid shall be strictly as per Tender Document. Please note that no tender will be accepted by the system beyond the stipulated date and time as mentioned in the schedule of tender &/or corrigendum (if any). HOCL reserves the right to accept or reject any tender(s).

Any queries relating to the tender clauses should be addressed to Company Secretary Mobile: 9895565384, e-mail: cs@hoclindia.com. Any queries relating to the online submission of tender should be addressed to Ms. Unnimaya, Deputy Manager (Systems/Materials), Mobile No.9446410021, e-mail: kp.unnimaya@hoclindia.com

I. BRIEF BACKGROUND

In line with the statutory provisions of the Companies Act, 2013 read with SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and other applicable laws, Hindustan Organic Chemicals Limited (HOCL) & its subsidiary company Hindustan Fluorocarbons Limited (HFL) are required to send the soft copy of its Annual Reports for the financial year 2025-26, containing Notice of Annual General Meeting (AGM), Director's Report along with various annexures, Financial Statements, Audit Report etc., through e-mail to its shareholders, within statutory timelines i.e., 21 clear days before the date of ensuing AGM's of both HOCL & HFL to be held anytime on or before 30.09.2026.

In this regard, HOCL seeks to engage a Printers to undertake designing, layout and preparation of ready-to-email soft copies of the Annual Reports of HOCL & HFL for FY 2025-26 and printing & binding thereof. The printed Annual Reports of HOCL & HFL shall be delivered at free of cost to the Registered/ Corporate Office of HOCL located at Ambalamugal PO, Ernakulam, Kerala.

Interested parties meeting the required eligibility criteria detailed herein, are requested to submit their bids in GeM portal. Selection of the printers shall be based on meeting the technical evaluation criteria and further being L₁ in financial bid amongst all the eligible financial bids submitted in connection with this tender document.

II. ELIGIBILITY CRITERIA

For evaluation of the technical bids submitted by the printers participating through GeM, following Eligibility Criteria shall apply. The Bidders must fulfil all the below-mentioned criteria to become eligible for submitting the technical and financial bids. Any Bidder not fulfilling these Eligibility Criteria shall be summarily rejected:

Sl. no.	Eligibility Criteria
1	The Office of the Printer including their printing office/press must be located in Ernakulam District, Kerala. <i>(Attach valid certificate of incorporation/commencement of business/ other statutory registrations and copies of valid address proof of the office & printing office/press.)</i>
2	The Printer must have the experience in printing the bi-lingual Annual Reports including designing, layout, composing, formatting, page setting, proofing, preparing ready-to-email soft copy and printing & binding etc. of Annual Reports for public/private companies, CPSEs banks etc. Preference will be given to the printers who have done the designing, printing etc. of the annual reports of Central Public Sector Companies (CPSEs). <i>(Attach valid copy of purchase/work order/contract along with completion certificate/contract closure letter from the client/customer and/or last invoice with proof of payment etc.)</i>
3	The Printers shall possess valid GST Registration and Income Tax Registration number (PAN). <i>(Attach valid documentary proof)</i>

4	<p>The Printers must possess required infrastructure/machinery facilities at their location for printing, binding etc. including compatible software for designing/ composing/ converting the data provided in word, PDF, JPG excel or any other formats into relevant format for the Annual Report, including Unicode supporting software for composing the Hindi version, facility of Hindi typing for finalizing Hindi Annual Report and manpower/ resources for designing, data entry, proof reading etc. required for Annual Report.</p> <p><i>(Attach self-declaration on letter-head, duly signed, sealed/ stamped or a Chartered Accountant Certificate about infrastructure/ machinery/ software/ manpower available with the Bidder for undertaking the assignment envisaged in this tender document)</i></p>
5	<p>The Printers or any of its partner or the proprietor must not have been blacklisted by any Government Department/CPSE/SPSU/Bank/ Autonomous body/ Statutory body in India at the time of submission of the bid.</p> <p><i>(Attach self-declaration on letter-head, duly signed, sealed/ stamped)</i></p>

III. SCOPE OF WORK (TENTATIVE)

The broad tentative scope of work is as under. This specified scope of work is indicative and not exhaustive and the Bidder is deemed and obliged to provide all necessary services for successful completion of the awarded work.

Sl. no.	Work description
a)	<p>Designing, artwork/layout of soft copy Designing, layout, composing, formatting, page setting, proofing, approval of the samples/ proofs/ content/ layout from HOCL & HFL, and preparation of ready-to-email soft copy of Annual Report for FY 2025-26 (English & Bi-lingual), as per approved specifications, timelines and terms & conditions. The Hindi version of HOCL Annual Report data will be provided in Unicode font which shall be converted to suitable version for softcopy version /printing Hindi Annual Report.</p>
b)	<p>Printing and delivery of hard copies Offset Printing, lamination, perfect binding, as per approved specifications, timelines and terms & conditions. Packing and delivery of Annual Reports of HOCL & HFL to the Registered/ Corporate Office of the Company at Ambalamugal PO, Ernakulam, Kerala – 682302 at free of cost.</p>
c)	<p>Miscellaneous Any other activity that may be required for successful completion of the assignment envisaged in this tender document.</p>

IV. REQUIRED NO. OF PRINTED ANNUAL REPORTS (TENTATIVE)

Sl. no.	Description	No. of copies
a)	HOCL English version Annual Reports for FY 2025-26 (120 Inside Pages + 4 Cover Pages)	35
b)	HOCL bi-lingual (English & Hindi) Annual Reports for FY 2025-26 (270 Inside Pages + 4 Cover Pages)	75
c)	HFL English version Annual Reports for FY 2025-26 (100 Inside Pages + 4 Cover Pages)	70

Note:

- a) The no. of pages of Annual Report are tentative and may vary at any time of giving final approval to the printer. Therefore, the payment will be on pro-rata basis for any increase or decrease in number of pages. Similarly, number of copies may also increase or decrease.
- b) In case of defective quality of goods or non-delivery of required quantities, the Printers shall be liable to replace the defective goods and/or supply additional quantities, at free of cost as per the instructions of and within the timelines specified by HOCL.

V. DELIVERY OF ANNUAL REPORTS

The Printer shall arrange for sending the copies of Annual Reports of HOCL & HFL to the Registered/ Corporate Office of HOCL located at Ambalamugal PO, Ernakulam, Kerala. No separate payment shall be made for such delivery/dispatch.

VI. TENTATIVE TIME SCHEDULE FOR EXECUTION OF WORKS

The tentative time schedule for execution of works shall be as under:

Sl. no.	Milestone	Tentative Deliverables
1.	Placement of Purchase/ Work Order/Letter of Intent/Letter of Award	T
2.	Providing the English matter, including financials etc. of HOCL & HFL to the printer	T+5 Days
3.	Submission of 1 st proof of HOCL & HFL Annual Report including Notice of AGM (English) by Printer, after primary proofing at their end.	T+15 Days
4.	Return of 1 st proof of HOCL & HFL to the Printer with suggested changes	T+20 Days
5.	Providing the Hindi matter, including financials etc. of HOCL to the printer	T+30 Days

6.	Submission of 2 nd proof of HOCL & HFL Annual Report (both English & Hindi) by Printer	T+35 Days
7.	Return of 2 nd proof to the Printer with suggested changes	T+40 Days
8.	Final go-ahead for printing HOCL & HFL English version Annual Reports, subject to any additional proofs, if required. <i>Note: Printer shall keep all infrastructure / arrangements ready to start the printing work immediately after receiving go-ahead from HOCL and complete the work within indicated timelines.</i>	T+45 Days
9.	Providing ready-to-email version of English Annual Reports of HOCL & HFL and AGM Notices separately for emailing to shareholders etc.	T+45 Days
10.	Completion of delivery of printed English Annual Reports of HOCL & HFL.	T+50 Days
11.	Providing the remaining Hindi matter of HOCL to the printer	T+75 Days
12.	Submission of 3 rd proof of HOCL Annual Report (both English & Hindi) by Printer	T+80 Days
13.	Supply of printed copies of bi-lingual HOCL Annual Report	T+90 Days
14.	Replacement of Defective Annual Reports of HOCL & HFL, if any.	Within 5 Days of instructions

Notes:

- a) The above time schedule is tentative; and are subject to change, in case of any change taking place in the extant statutory provisions of the Companies Act, SEBI or other applicable laws. All efforts shall be made by the printer to plan, execute and complete the awarded work within the timelines stipulated by HOCL.
- b) Printer should note that Annual Report is a statutory document which undergoes various levels of checking and proofing before finalization and has to be emailed/delivered within stipulated time period. Hence, selected Printer should devote sufficient manpower and resources for smooth and timely completion of the awarded work.
- c) Printer is required to double-check the proofs before forwarding the same to HOCL to ensure composing without any errors/mistakes/omissions/distortions at their end. The job will also include cover processing, planning and plate making, text printing complete with photo-composing, processing, checking of dummies with final proofs, printing & supply of Annual Reports etc.
- d) In the event of the specified date for the submission of deliverables/milestone being declared a holiday for HOCL, the deliverables/milestone will be received on the next working day and/or the day & time as fixed by HOCL.

- e) In case of gross mistakes like omissions of figures/text and excessive mistakes in the proof, delay in delivery of the Annual Reports etc., the printer shall be liable to penalty.

VII. TECHNICAL SPECIFICATION FOR ANNUAL REPORTS

Sl. no	Description	Specifications	
a) HOCL English version Annual Report			
1	Size	8"x 10"(close), 16" x 10" (Open)	
2	No. of pages (Tentative)	120 Inside Pages + 4 Cover Pages (The no. of pages of Annual Report are tentative and may vary at any time of giving final approval to the printer)	
3	No. of copies	35	
4	Printing process	Automatic high-speed multi-color quality web offset printing	
5	Colour	Cover Pages & Inside pages with photographs	
6	Designing	The Printer shall provide at least 5 design options of cover page design and inner page layout.	
7	Paper quality and lamination	Cover Pages (4)	170 GSM Art paper (matte lamination with spot UV)
		Inside Pages with photographs	100 GSM Art paper (matte lamination with spot UV)
		Remaining Pages (Balance)	80 GSM white paper of good quality
8	Binding	Perfect Binding	
9	Product quality	Printer shall maintain printing quality in all copies and ensure that there are no smudges, marks, spots, discoloration etc. in the printed copies, or else the same shall be considered as defective goods and will be liable to be replaced, as per terms of the contract.	

Sl. no	Description	Specifications
b) HOCL bi-lingual version Annual Report		
1	Size	8.5"x 11"(close), 17" x 11" (Open)
2	No. of pages (Tentative)	270 Inside Pages + 4 Cover Pages (The no. of pages of Annual Report are tentative and may vary at any time of giving final approval to the printer)
3	No. of copies	75
4	Printing process	Automatic high-speed multi-color quality web offset printing
5	Colour	Cover Pages & Inside pages with photographs
6	Designing	The Printer shall provide at least 5 design options of cover page design and inner page layout.

7	Paper quality and lamination	Cover Pages (4)	210 GSM Sinar Art paper of good quality (matte lamination with spot UV)
		Inside Pages with photographs	150 GSM Sinar Art paper (matte lamination with spot UV)
		Remaining Pages (Balance)	130 GSM Sinar Art paper of good quality
8	Binding	Perfect Binding	
9	Product quality	Printer shall maintain printing quality in all copies and ensure that there are no smudges, marks, spots, discoloration etc. in the printed copies, or else the same shall be considered as defective goods and will be liable to be replaced, as per terms of the contract.	

Sl. no	Description	Specifications
c)	HFL English version Annual Report	
1	Size	8"x 10"(close), 16" x 10" (Open)
2	No. of pages (Tentative)	100 Inside Pages + 4 Cover Pages (The no. of pages of Annual Report are tentative and may vary at any time of giving final approval to the printer)
3	No. of copies	70
4	Printing process	Automatic high-speed multi-color quality web offset printing
5	Colour	Cover Pages & Inside pages with photographs
6	Designing	The Printer shall provide at least 5 design options of cover page design and inner page layout.
7	Paper quality	80 GSM white paper of good quality
8	Binding	Perfect Binding
9	Product quality	Printer shall maintain printing quality in all copies and ensure that there are no smudges, marks, spots, discoloration etc. in the printed copies, or else the same shall be considered as defective goods and will be liable to be replaced, as per terms of the contract.

VIII. PAYMENT TERMS

The terms of payment shall be as under:

1. No advance payment shall be made to the Printers.
2. All payment will be released only after satisfactory completion of the work along with contractual conditions and receipt of the entire consignment and bill.
3. Payments shall be subject to deductions of any amount for which the successful Printer is liable under the agreement against the assigned work. Further, all payments shall be made subjects to deduction of TDS (Tax deduction at Source) as per the Income Tax Act, 1961 and any other applicable taxes.
4. All payments shall be made in Indian Rupees only.

IX. PERFORMANCE SECURITY

1. To ensure due performance of the contract, Performance Security shall be obtained from the successful bidder awarded the contract.
2. The performance security shall be 5% of the total value of the contract.
3. Performance Security shall be furnished within 21 days after the notification of the work order it shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations by the bidder.
4. Performance Security may be furnished in the form of account payee Demand Draft/ Bank Guarantee (including e-Bank Guarantee) issued from a Scheduled Bank in India having a branch in Kochi, Kerala or online payment/ Insurance Security Bond (ISB) issued from Insurance Company under IRDAI.

X. GENERAL TERMS & CONDITIONS

1. Proposals not conforming to the requirements of this Tender may not be considered by HOCL. However, HOCL reserves the right, at any time, to waive any of the requirements specified in this Tender, if in the sole discretion of HOCL; the best interests of the HOCL would be served by such waiver.
2. HOCL shall have the right to cancel the Tender process at any time prior to award of Contract.
3. HOCL shall not be bound to give any reasons or to explain the rationale for its actions/decisions to annul or abandon or to re-issue/re-commence the Tender process or to circulate new Tender notification altogether on the subject matter or any activity or part thereof concerning thereto. Any decision of HOCL in this regard shall be final, conclusive and binding on the Bidder and shall not be questioned/challenged by the Bidder.
4. HOCL reserves the right to verify the validity of proposal information and to reject any proposal where the contents apparently are incorrect, inaccurate or inappropriate at any time during the process of Tender or even after award of Contract.
5. If there is a conflict between terms of this Tender and that of work order/Contract, the terms of the work order/Contract shall always prevail.
6. **Dispute:** All questions, disputes or differences arising under or in connection with this contract shall be subject to the exclusive jurisdiction of the courts in Ernakulam, Kerala, India only. In case of any dispute arising out of, under or touching upon this Tender/Agreement/Purchase Order/Work Order/Contract or in connection with carrying out of the work/assignment or any other matters which limited only in connection to the conduct of the work/assignment as specified in the scope of work, an amicable solution shall be arrived at with mutual discussion and reconciliation between the parties. If the parties fail to resolve the dispute by such mutual consultation within 21 days, then such disputes, difference, questions or claims shall be referred for resolution through arbitration by either of the parties to the India International Arbitration Centre or a Sole Arbitrator mutually agreed upon by the parties from a panel of arbitrators. The award of Arbitration shall be final and binding on the parties. The seat of the Arbitration shall be at Kochi, Kerala, India and the proceedings of the arbitration shall be held at Kochi, Kerala, India in accordance with the India International Arbitration Centre Act 2019/ Indian Arbitration & Conciliation Act 1996 or any statutory modification or re-enactment thereof for the time being in force.

7. By submitting the quotation/bid, the bidder shall be deemed to have fully familiarized himself/themselves with the following facts and thereby fully agree and acknowledge the same:
 - a. The requirement of the work to be undertaken.
 - b. Made a complete and careful examination of all the terms and conditions, declarations etc. mentioned in the Tender document.
 - c. Received all relevant information required from HOCL.
 - d. Accepted the risk of inadequacy, error or mistake in the information provided in the Bid or furnished by or on behalf of HOCL.
 - e. Satisfied about all matters, things and information necessary and required for submitting an informed Bid and performance of all its obligations thereunder.
 - f. Acknowledged that it does not have a conflict of interest.
 - g. Agreed to be bound by the undertakings provided by it under the terms hereof.
 - h. HOCL shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to Tender document or the selection process including error or mistake therein or in any information or data given by HOCL.

XI. EVALUATION & SELECTION PROCEDURE

1. The Bidders are advised that the selection of the Printers shall be on the basis of the evaluation process specified in this Tender. Bidders shall be deemed to have understood and agreed that no explanation or justification for any aspect of the evaluation process will be given and that decision of HOCL shall be final without any right of appeal whatsoever.
2. Technical Proposal submitted by the Bidders would first be scrutinized for eligibility as per the Eligibility Criteria set out in **clause II of this Tender** with the supporting documents provided by the Bidders. Technical Proposal not complying with the eligibility criteria provided clause II of this Tender will be summarily rejected and will not be considered for further evaluation.
3. The Bidders who qualify all the parameters mentioned in the eligibility criteria as per set out in **clause II of this Tender** shall be considered as qualified for opening of the Financial Bid. Financial Bid of all such Bidders shall be opened, and the final selection will be made as per the L-1 Bidder.
4. The financial bid shall be as per the format provided in the GeM portal and shall be submitted separately in the GeM portal.
5. During evaluation of Bids, HOCL may, at their discretion, ask a Bidder for clarification of its Proposal. The request for clarification and the response shall be in writing. If the response to the clarification is not received within the prescribed period as may be prescribed by HOCL in this regard, HOCL reserve the right to make own reasonable assumptions at the total risk and cost of the Bidder.
6. Upon successful completion of this assignment, and if the service rendered are found satisfactory by HOCL, the selected printer may consider for re-engagement for a further period of one financial year at the sole discretion of HOCL.

XII. DISCLAIMER

1. The information's provided in the Tender is only introductory in nature and the bidder are required to refer to annual reports and other such related information available regarding HOCL in the public domain.
2. The information contained in this Tender or subsequently provided to bidder whether verbally or in documentary or any other form by or on behalf of the HOCL is provided

to the bidder on the terms and conditions set out in this Tender such other terms and conditions subject to which such information is provided.

3. This Tender does not claim to contain all the information, which each bidder may require. Each bidder should, at its own costs without any right to claim reimbursement, conduct its own investigations, analysis and should check the accuracy, reliability and completeness of the information in this Tender and wherever felt necessary and obtain independent advice.
4. While this Tender has been prepared in good faith, no representation or warranty, express or implied, is or will be made, and no responsibility or liability will be accepted by HOCL or any of its employees, in relation to the accuracy or completeness of this document and any liability thereof is expressly disclaimed.
5. HOCL reserve the right of discretion to change, modify, add to or alter any or all of the provisions of this Tender, without assigning any reasons whatsoever. Such change will be intimated or made accessible to all bidder or can be accessed on the website of HOCL. Any information contained in this Tender document will be superseded by any subsequent written information on the same subject made available/accessible to the bidder(s) by HOCL.
6. Information provided in this Tender is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. Further, HOCL also do not accept liability of any nature whether resulting from negligence or otherwise whatsoever caused arising from reliance of any bidder upon the statements contained in this Tender.
7. HOCL may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this Tender.
8. HOCL reserves the right to reject any or all the proposals received in response to this Tender at any stage without assigning any reason whatsoever and without being liable for any loss/injury that bidder might suffer due to such reason. The decision of the HOCL shall be final, conclusive and binding on all the bidders directly or indirectly connected with the bidding process.

XIII. TIME SCHEDULE OF TENDER

Sl No.	Particulars	Date & Time
1.	Tender published on GeM portal	10.06.2026
2.	Last date & time for submission of Technical & Financial bids on GeM portal	24.06.2026 Till 02:00 PM

PROFORMA FOR TECHNICAL BID
(on the letter head of Bidder)

To
Hindustan Organic Chemicals Limited
Ambalamugal PO, Ernakulam District
Kerala – 682 302

Sub: Tender dated _____

Dear Sirs,

With reference to your “Tender dated _____” we, having examined all relevant documents and understood their contents, hereby submit our Technical Proposal for selection as Printers for designing, layout, preparation of ready-to-email soft copy and printing & binding of the bi-lingual (English & Hindi) Annual Reports of HOCL & HFL for FY 2025-26. The Proposal is unconditional and unqualified.

1. We agree to undertake this Proposed Assignment, if allotted by you, as per the scope of work provided in the Tender.
2. We agree and undertake to abide by all the terms and conditions of this Tender.
3. We submit this Proposal under and in accordance with the terms of this Tender.
3. Our Proposal is consistent with all the requirements of submissions as stated in this Tender and will be kept compliant in case of any subsequent communication from HOCL.
4. We confirm that the information submitted by us in our Proposal is true and correct.

Signature of authorized official of the bidder with stamp

Place:

Date:

List of Documents to be attached:

1. Profile of the Printer including details of manpower & machineries etc.
2. Registration Certificate of the bidder
3. Address proof of office/printing press in Ernakulam, Kerala
4. PAN Card copy
5. GST Registration Certificate copy
6. MSME Registration Certificate (if any)
7. Other documents/declarations as per Annexure 1 to 7 provided in the Tender

PROFORMA FOR DECLARATION

(on the letter head of Bidder)

DECLARATION

I _____ S/o Shri _____ working as _____ in _____ (name of the Printer with complete address) hereby solemnly affirm and declare that I have been authorized by the firm to sign and submit the bids against this Tender.

I further declare and certify on behalf of our firm that I am accepting all the terms and conditions mentioned in the Tender and I shall abide by all the terms and conditions of tender.

Date:

Signature of authorized official of the bidder with stamp

Place:

PROFORMA OF DECLARATION OF BLACK LISTING/HOLIDAY LISTING

(on the letter head of Bidder)

We hereby declare that neither we, M/s. _____, submitting the accompanying Tender nor any partner/persons involved in our firm either in his individual capacity or as proprietor or managing partner of any firm or concern have or has been placed on blacklist or holiday list declared by any Government, Financial Institutions/Banks/Insurance company/Government/ Public/Semi Government departments/ CPSUs/Private organizations/firms or any of the administrative ministries, except as indicated below:

(Here give particulars of blacklisting or holiday listing, and in absence there of state "NIL")

It is understood that if this declaration is found to be false in any particular, Hindustan Organic Chemicals Limited, shall have the right to reject my/our bid, and if the bid has resulted in a contract, the contract is liable to be terminated.

PLACE:

DATE:

Signature of authorized official of the bidder with stamp

Declaration of Compliance of Order (Public Procurement No.1, 2 & 3) dtd 23 Jul 2020 & 24 Jul 2020 on Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017 (on the letter head of Bidder)

This declaration must form part of all tenders & it contains general information and serves as a declaration form for all bidders. (Before completing this declaration, bidders must study the General Conditions, Definitions, Govt Directives applicable in respect of Public Procurement No.1, 2 & 3) dtd 23 Jul 2020 & 24 Jul 2020 on Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017 & prescribed tender conditions).

DECLARATION BY AUTHORISED SIGNATORY OF THE BIDDER

I, the undersigned,.....
(full names), do hereby declare, in my capacity as
..... of M/s
.....(name of bidder
entity i.e advertising agency), that:

1. The facts contained herein are within my own personal knowledge.
2. I have read the Order (Public Procurement No.1, 2 & 3) dtd 23 Jul 2020 & 24 Jul 2020 on the subject of Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017 regarding restrictions on procurement from a bidder of a country which shares a land border with India and comply to all the provisions of the Order.
3. I certify that M/s
.....(name of bidder
entity) is not from such a country or, is from such a country (strike out whichever is not applicable), has been registered with the Competent Authority. I further certify that M/S.....(name of the sub-contractor if any) is not from such a country or, is from such a country (strike out whichever is not applicable), has been registered with the Competent Authority. I hereby certify that this SUPPLIER fulfills all requirements in this regard and is eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority is attached].
4. I understand that the submission of incorrect data and / or if certificate / declaration given by M/s(name of bidder entity) is found to be false, this would be a ground for immediate termination and further legal action in accordance with law as per Clause 12 of the Public Order on Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017.

Place:

Date:

Signature of authorized official of the bidder with stamp

Declaration on Code of Integrity for Public Procurement (COIPP)
(on the letter head of Bidder)

I, hereby declare that, I shall observe the highest standard of ethics and shall not indulge in the following prohibited practices, either directly or indirectly, at any stage during the period of this distributorship or during execution of resultant contracts:

- i. **“Corrupt practice”**: making offers, solicitation or acceptance of bribe, rewards or gifts or any material benefit, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process or contract execution;
- ii. **“Fraudulent practice”**: any omission or misrepresentation that may mislead or attempt to mislead so that financial or other benefits may be obtained or an obligation avoided. This includes making false declaration or providing false information for participation in a tender process or to secure a contract or in execution of the contract;
- iii. **“Anti-competitive practice”**: any collusion, bid rigging or anti-competitive arrangement, or any other practice coming under the purview of The Competition Act, 2002, between two or more bidders, with or without the knowledge of HFL or its promoters that may impair the transparency, fairness and the progress of the procurement process or to establish bid prices at artificial, non-competitive levels;
- iv. **“Coercive practice”**: harming or threatening to harm, persons or their property to influence their participation in the procurement process or affect the execution of a contract;
- v. **“Conflict of interest”**: participation by a bidding firm or any of its affiliates that are either involved in the consultancy contract to which this procurement is linked; or if they are part of more than one bid in the procurement; or if the bidding firm or their personnel have relationships or financial or business transactions with any official of procuring entity who are directly or indirectly related to tender or execution process of contract; or improper use of information obtained by the (prospective) bidder from HFL with an intent to gain unfair advantage in the procurement process or for personal gain;

and

- vi. **“Obstructive practice”**: materially impede HFL’s investigation into allegations of one or more of the above mentioned prohibited practices either by deliberately destroying, falsifying, altering; or by concealing of evidence material to the investigation; or by making false statements to investigators and / or by threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or by impeding the procuring entity’s rights of audit or access to information;

I, further declare that:

- i. I shall be obliged to suo-moto proactively declares any conflicts of interest (coming under the definition mentioned above – pre-existing or as and as soon as these

arise at any stage) in any procurement process or execution of contract and failure to do so would amount to violation of this code of integrity;

and

- ii. I, in any previous transgressions of such a code of integrity with any entity in any country during the last three years or I have been debarred by any other procuring entity. Failure to disclose, would amount to violation of this code of integrity;

Yours faithfully,

Place:

Date:

Signature of authorized official of the bidder with stamp

Annexure 6

ANNEXURE TO BID AGAINST TENDER NO _____
(KINDLY FILL THIS SHEET AND SUBMIT IN -COMMERCIAL/TECHNICAL BID)

Name of Bidder:		
SL. No.	Commercial Clauses	Bidder Confirmation (Please put \checkmark in front of your confirmation)
1	Whether bidder (a proprietary concern, Partnership Firm, Company) is currently on holiday list/black list/de-listed or has been put on holiday/blacklisted/de-listed at any PSU/govt. Organization. If so, give details.	<input type="checkbox"/> Yes, We are on holiday List/Black List/De-List <input type="checkbox"/> No
2i	Whether the party is registered under Micro/Small/Medium Enterprises act 2006 (Please furnish the proof)	<input type="checkbox"/> Micro <input type="checkbox"/> Medium <input type="checkbox"/> Small <input type="checkbox"/> No
2-ii	Status of MSE Bidder	<input type="checkbox"/> Manufacturer <input type="checkbox"/> Services <input type="checkbox"/> Not Applicable
2-iii	Whether MSE bidder is offering product manufactured by him/her	<input type="checkbox"/> Yes <input type="checkbox"/> No
3i	All MSE bidders shall register / declare their UAM Number on CPP Portal and copy of this registration / declaration shall be attached with the offer; failing which such bidders will not be able to enjoy benefits as per PP Policy for MSME order, 2012. <u>SSI/MSME/NSIC/UAM /DIC registration certificate</u>	<input type="checkbox"/> Mention UAM Number <input type="checkbox"/> Not Applicable
3-ii	Submitted valid document against clause no 3i	<input type="checkbox"/> Submitted <input type="checkbox"/> Not Applicable
4i	Whether the proprietor of "MSME" enterprise is from SC/ST category (Please attach caste certificate issued by competent authority)	<input type="checkbox"/> Yes <input type="checkbox"/> No
4ii	Whether the proprietor of "MSME" enterprise is woman (i.e. Woman proprietorship, or holding minimum 51% shares in case of Partnership/Private Limited Companies)	<input type="checkbox"/> Yes <input type="checkbox"/> No
4iii	Submitted certificate against clause no 4ii	<input type="checkbox"/> Submitted <input type="checkbox"/> Not Applicable
5	AGREED TO ALL TERMS AND CONDITIONS OF ENQUIRY :It is hereby stated that the quotation/offer submitted is in full compliance with the documents issued against the enquiry and also further confirmed that there is no deviation from all the terms and conditions as per the enquiry. Non-acceptance or deviation to HFL's standard terms and conditions mentioned in enquiry documents may lead to rejection of offer, no correspondence shall be done for clarifications	<input type="checkbox"/> Agreed <input type="checkbox"/> Not Agreed
DATE: Sign and stamp of Authorized official of PCS/firm/LLP		

COMPLIANCE / NO-DEVIATION STATEMENT

(on the letter head of Bidder)

It is hereby stated that the bid/quotation/offer submitted by us is in full compliance with all the documents issued against the Tender and also further confirmed that there is no deviation from all the terms and conditions as per the Tender.

Yours faithfully,

Place:

Date:

Signature of authorized official of the bidder with stamp