

HINDUSTAN PAPER CORPORATION LIMITED
(A Govt. of India Enterprise)
75-C, Park Street, KOLKATA – 700016
Phone No. 91-33-229-6901/02, 224906931/32/34/35
Fax No.91-33-2249-7335/4996
Website: www.hindpaper.in

BID No. HPC/SS/HNL/VDR/2017/01 DATED 22nd December, 2017

ENGAGEMENT OF VIRTUAL DATA ROOM (VDR) SERVICE PROVIDER FOR SECURELY HOSTING THE DOCUMENTS FOR DUE DILIGENCE IN RELATION TO THE STRATEGIC DISINVESTMENT OF HINDUSTAN NEWSPRINT LIMITED

1. INTRODUCTION

- 1.1 Hindustan Newsprint Limited (HNL), a wholly owned subsidiary of Hindustan Paper Corporation (HPC), is a Mini Ratna Public Sector Enterprise under the administrative control of Ministry of Heavy Industries & Public Enterprises (HI&PE), Department of Heavy Industry (DHI). HNL was incorporated on June 7, 1983 with the main objective of taking over the business of erstwhile Kerala Newsprint Project (KNP), a unit of HPC. Registered Office of HNL is at Newsprint Nagar, District Kottayam, Kerala.
- 1.2 HNL located at Newsprint Nagar, Dist. Kottayam, Kerala is one of the largest integrated newsprint mills in India with an installed capacity of 1,00,000 ton per annum (TPA) of newsprint. The core competence of HNL lies in its highly skilled technical manpower, which is rated as the best in the domestic newsprint industry. HNL produces standard Newsprint grades of 42 GSM, 45 GSM and 48.8 GSM of quality, which is at par with the best available in the market.
- 1.3 HNL meets a major portion of its requirement of fibrous raw material from the State Government Forest sources and always committed to ecological, social and economic sustainability. Uninterrupted supply of Wood, Reed and Bamboo is ensured by means of a long term contract entered into between HNL and Government of Kerala (GoK). The company also enjoys a concessional pricing for the forest based raw materials supplied by the State government. To supplement the requirement of forest based raw materials, HNL has forayed into its own Captive Plantation. As on date HNL has about 2,670 hectares of leasehold land for Captive Plantation of various species of pulpwood trees covering several districts of the State. The Company has 282 hectares of freehold land for Plant operations and housing.

- 1.4 Kerala State Pollution Control Board has awarded the company with first place among large scale industries in the year 2005 and second place in the years 2006, 2009, 2010 and 2011 in making substantial and sustained efforts in pollution control.
- 1.5 At present, paid up capital of HNL is Rs. 99.99 crore (9,99,99,900 Equity Shares of Rs. 10/- each) and the authorized capital is Rs. 100 crore (10,00,00,000 Equity Shares of Rs. 10/- each). Manpower as on 01.04.2017 of the company is 495.
- 1.6 HNL was a profit making company till 2008-09. Since then it has been suffering marginal losses. HNL was making profit since FY 1988-89 except Financial Year 2002-03, 2009-10, 2012-13, 2013-14, 2014-15, 2015-16 and 2016-17. The sales turnover of the mill during the year 2016-17 is Rs. 337.94 crore. (Provisional)
- 1.7 The Website of the Company is <http://www.hnlonline.com>.

2. PROPOSAL

- 2.1 Hindustan Paper Corporation Limited (HPC) has 'in-principle' decided to disinvest its share holding in Hindustan Newsprint Limited (HNL) through strategic sale with transfer of management control.
- 2.2 Accordingly for the purposes of carrying out due diligence in relation to the Transaction, HPC is looking to engage the services of corporate/firms/organizations/institutions, which have requisite experience in the field of providing secured virtual data room services for the purposes of hosting the documents in relation to the Transaction.

PRE-QUALIFICATION CRITERIA (PQC)

Technical PQ Criteria:

The VDR provider must host the Company's data ISO 27001 Certified servers to ensure security, availability and privacy of the data. Copy of relevant ISO certificate must be enclosed.

The VDR provider must have worked with at least one reputed Indian Company in last five years from the date of issue of BID NO. HPC/SS/HNL/VDR/2017/01 DATED 22nd December, 2017. Work experience/endorsement certificate from at least one reputed Indian Company should be attached.

Commercial PQ Criteria:

Net worth of the Company should be positive as on 31st March 2017 for Indian bidders and 31st December 2016 for foreign bidders. Copy of audited balance sheet/profit and loss account/ CA certificate as on 31st March 2017 for Indian bidders and 31st December 2016 for foreign bidders should be attached.

INSTRUCTION TO BIDDERS

1.0 Any bidder who meets the Bidder's Pre-Qualification Criteria as per BID NO. HPC/SS/HNL/VDR/2017/01 DATED 22nd December, 2017 and intends to quote against this tender may download the bidding document from HPC website <http://www.hindpaper.in> or HNL website <http://www.hnlonline.com> or Central Public Procurement Portal <http://www.eprocure.gov.in/cppp> and submit the Bid complete in all respects as per terms and conditions of contract on or before the bid closing date and time.

2.0 **Submission of Bid**

Bidders are required to submit their bids and under three envelopes as detailed below:

Envelope (A) EMD

a) Earnest Money Deposit (EMD) as per clause No. 5.0 below:

OR

A copy of valid Registration Certificate, in case of NSIC registered Companies.

b) Annexure –VIII Format of Bank details (RTGS) for online payment, all the details duly filled in.

Envelope (B): Un-priced Technical and Commercial Bid along with the following documents (photocopies) shall be in this envelope:

a) Documents in support of 'Pre-Qualification Criteria for Bidders' indicated in Annexure-I of bid as per the requirement.

b) Complete Bid documents duly signed and stamped in each page with "Deviations"/"Exception" sheet (if any).

c) **Price Confirmation Copy** –A copy of Priced Offer (Annexure –V) keeping price blank (hiding the price) and in place indicating "Quoted" or "/" as a confirmation of price quoted against the enquired item and all applicable Taxes & Duties shall be submitted.

d) Copy of Check List as Annexure-VI enclosed duly filled by the bidder making all the points clear and not leaving any voids.

e) Photo copy of PAN card

- f) A Copy of valid Service Tax Registration Certificate
- g) Any other document as per the requirement specified in the ITB

Envelope-C: Price Bid i.e. Annexure –V, Schedule of Rates with quoted rates against each head signed and stamped.

All the above three envelopes should be super scribed with respective **Envelope No., BID No. and closing date of the bid and time.** These three envelopes should be sealed and placed in a fourth envelop which should be addressed to the under mentioned and super scribed with **BID NO.HPC/SS/HNL/VDR/2017/01 22nd December, 2017 on the cover of your quotation with due date and time.** You are requested to clearly mention the details enable us to identify your quotation for the job under reference. Sealed quotations must be submitted latest by 15:00 Hrs on 15th January 2018, addressed to;

The DGM (Commercial)
Hindustan Paper Corporation Limited
75-C, Park Street,
Kolkata-700 016,
West Bengal.
Email: alokkmahto@gmail.com
Phone: 03322497217, 9435075107

3.0 Opening of Bids:

Bid opening will be Public. Envelope A and B only will be opened on technical Bid Opening Date. Price Bids (Envelope C) of only those bidders will be opened which will be considered technically and commercially acceptable.

4.0 Price Evaluation Criteria: In case a bidder does not fill up any amount and leaves it blank or writing N/A or put ‘-’ against any item of Price Schedule, it shall be deemed that cost of such item(s) is included in other item by the bidder elsewhere in the quoted price.

5.0 Earnest Money Deposit (EMD): The Bidder shall deposit Rs 5000 towards an interest free Earnest Money Deposit. Earnest Money Deposit shall be submitted by way of Demand Draft/Banker’s Cheque/RTGS/NEFT. In case of RTGS / NEFT Amount may be credited to Hindustan paper Corporation Limited. Account No.000605028363, IFSC: ICIC0000006, ICICI Bank, RASOI COURT, 20 SIR R.N MUKERJEE ROAD Branch, KOLKATA – 700 001). Demand Draft/Banker’s Cheque drawn on any Scheduled/Nationalized Bank in favour of Hindustan Paper Corporation Limited payable at Kolkata. **Quotation/Bid without EMD may not be considered.** However, NSIC/MSME registered

Companies are exempted from submission of EMD provided a valid Certificate in this regard is submitted.

5.1 EMD shall be refunded:

- To the unsuccessful bidders after acceptance of order by the successful bidder(s)
- To the successful bidder(s) after deposition of Security money/confirmation by Bank of the security Cum Performance Guarantee submitted by bidder.
- No interest shall be payable on EMD.

5.2 EMD may be forfeited without prejudice to any other right or remedy of HPC including but not limited to the following circumstances:

a) If a bidder withdraws his bid during the period of bid validity specified by the bidder

OR

b) In the case of successful bidder, if the bidder fails to accept the order

OR

c) If a bidder is found to have furnished Mis-representation or wrongful declaration/presentation of qualifying data and other facts in their Bid.

6.0 Validity of Bids: Prices quoted should remain valid for our acceptance for a minimum period of 90 days from the date of opening of technical bids. HPC will not allow any revision in prices within validity period after sealed tender are opened.

7.0 If at any later date, it is found that documents, information and data submitted by the Bidder in the Bid, and based on which the Bidder has been considered eligible or successful or has been awarded the Contract is incorrect or false to the extent that had the correct or true information been made available to the OWNER at the time of Bid evaluation, the bid would have been declared ineligible or unsuccessful, the Bidder shall be forthwith disqualified or, as the case may be, the contract awarded based on such incorrect or false information shall be cancelled and the EMD/PBG/Security Deposit shall be liable to be forfeited.

8.0 Bidders are required to carefully go through the entire scope of ENQUIRY, terms and conditions, and other requirements before quoting. They should feel free to contact HPC before submission of bid if they have any query on it. Once the bid is submitted, HPC will presume that the bidder has understood thoroughly the Scope of Supply along with Terms and Conditions and all these are acceptable to them. In case of any clarifications please contact DGM

(Commercial), Hindustan Paper Corporation Limited,75-C, Park Street, Kolkata-700 016,West Bengal.

- 9.0** Bids shall be typed or written in indelible ink and must be free from correction/erasing/overwriting etc. Any changes made must be authenticated with initial by the Bidder.
- 10.0** Bid shall be ideally in conformity to the Scope of supply/work along with all Terms and conditions stipulated in the ENQUIRY. HPC shall appreciate to receive a Bid having no deviation, however, under unavoidable circumstance, a bidder may submit Deviations in a separate sheet, which HPC at its own liberty may accept or reject. Deviations found elsewhere inside the Bid document shall not be considered. Deviations including conditions(s), if any, found in the Price bid shall liable for rejection of a Bid in totality.
- 11.0** Bids must be submitted on or before the closing date and time physically in the bid box at the office of the DGM (Commercial), Hindustan Paper Corporation Limited,75-C, Park Street, Kolkata-700 016,West Bengal or by Registered Post/Courier on the above address so as to reach well in advance of the closing date and time. Offers received late are liable for rejection and no complaint shall be entertained in this regard for any reason whatsoever including postal/courier delay.
- 12.0** Bid through fax and e-mail shall not be acceptable.
- 13.0** HPC reserves the rights to assess bidder's capability and capacity to perform the contract.
- 14.0** HPC reserves the right to reject any or all the bids without assigning any reason whatsoever and does not bind itself to accept the lowest or any other bid. All bids in which any of the prescribed conditions are to be fulfilled or are incomplete in any respect are liable to be rejected. HPC is at liberty to take any of the following actions in case of this ITB:
- a) To cancel the tender without reference to the bidders.
 - b) To postpone the due date and time
- 15.0** Bidders shall not be entitled to claim any costs, charges, expenses or incidentals for or in connection with the preparation any submission of their bids even though Hindustan Paper Corporation Limited may withdraw the enquiry/tender or reject all bids.

GENERAL CONDITIONS OF CONTRACT

- 1.0 Scope: Shall be as per 'Scope of Work' (Annexure –IV) and Schedule of rates** (Annexure- V) enclosed with ITB
- 2.0 Firm price:** Price to be quoted shall be firm and subject to no escalation whatsoever during the contractual completion period including extended period, if any, except for any statutory variations, i.e. Change in the rate of tax & duty and / or inclusion of any new tax and duty.
Bid with variable price will not be accepted.
- 2.1 Price basis:** Duly executed at Hindustan Paper Corporation Ltd., 75-C, Park Street, Kolkata-700 016, West Bengal.
- 3.0 Taxes and duties:**
- 3.1** All applicable taxes and duties shall be paid at actual at the prevailing rate only. However, Rate of CGST/IGST or any other tax as applicable should be indicated in the "Price Schedule".
- 3.2** Statutory variation in taxes and duties including imposition of any new tax and duty, within the scheduled Completion period, as per Contract, shall be paid at actual on production of documentary evidence.
- 3.3** In case of delay in execution, if there is any increase in the rate of tax and duty and/ or there is imposition of any new tax/duty by statutory authorities, HPC shall restrict the payment of taxes and duties, as prevalent on the scheduled delivery/completion period only, as mentioned in the Purchase Order/contract and amendment(s) there to.
- 3.4** If there is any decrease in applicable rate of taxes & duties/ or there is any withdrawal of any tax & duty by statutory authorities, during the completion period including extended/amended period PO/Contract, shall accrue to HPC's a/c.
- 4.0 Delivery/Completion Period:** The virtual Data Room Services (VDR) to be started within 48 hours of intimation to service provider for the start of services.
- 5.0 Payment Terms:** 100% payment shall be released within 30 days after successful completion of the service duly certified by the Manager (IT), Hindustan Paper Corporation Limited, Kolkata on the invoice.

- 6.0 Tax deduction at source:** Income Tax as applicable as per Income Tax Act, shall be deducted at source from contractor's bills and a certificate towards this deduction shall be issued to the contractor. The bidder has to submit the copy of PAN.
- 7.0 Security Deposit:** Earnest Money deposit (EMD) shall be retained as Security Deposit for faithful performance of the contract.
- 7.1** No interest shall be payable on Security deposit.
- 7.2** HPC, however, reserves the right to encash/forfeit the Security deposit, if the contractor fails to execute the Contract and/abide by all the terms and conditions of the PO.
- 7.3** Security Deposit shall be refunded after 30 days of completion of Contract on the certificate of Manager (IT) for due fulfilment of the contractual obligations and after adjusting the expenditure incurred by HPC, if any, on account of any failure on the part of the contractor.
- 8.0 Price Reduction Clause:** In the event of delay in execution beyond contractual delivery period, price reduction @ 0.5% per week or part thereof subject to maximum 5% of total order value shall be recovered from service provider bill(s).
- 9.0 Insurance:** Necessary insurance(s) to cover accident risk for his employees loss of life, material etc. to crew or the third party to be arranged by the service provider at his cost.
- 10.0 Termination:** In the event of unsatisfactory performance, HPC reserves right to cancel part or whole of the order/ contract and make alternate arrangement at anytime during currency of contract on risk and costs of contractor and/forfeit security deposit.
- 11.0 Force Majeure:** The act of God, epidemic, wars, revolution and official strike shall be treated as force majeure condition. In the event of occurrence of such condition, neither party shall be responsible for delay in performance provided that it is notified within 07 days of its occurrence; the supplier shall provide justification by documentation countersigned by the local Chamber of Commerce.
- 12.0 Arbitration:** All cases of dispute arising during execution of contract shall be resolved by mutual discussion of parties operating the contract. In the event of failure to do so, matter will be settled as per Arbitration and conciliation Act, 1996 as amended from time to time.

However, wherever applicable, in case of settlement of Commercial disputes between PSEs inter SE and PSE(s) and Government Department(s), the same shall be settled through Permanent Machinery Arbitrators (PMA) setup in the Department of Public Enterprises (DPEs) as per the following Clause:

“In the event of any dispute or difference relating the interpretation and application of the provisions of the contracts, such dispute or difference shall be referred by either party for Arbitration to the sole Arbitrator in the Department of Public Enterprises to be nominated by the Secretary to the Government of India, in-charge of the Department of Public Enterprises. The Arbitration and Conciliation Act, 1996 shall not be applicable to arbitration under this clause, The award of the Arbitrator shall be binding upon the parties to the dispute, provided, however, any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law Secretary, Department of Legal Affairs, Ministry of Law & Justice, Government of India. Upon such reference, the dispute shall be decided by the Law Secretary or the Special Secretary/Additional Secretary, when so authorized by the Law Secretary, whose decision shall bind the Parties finally and conclusively. The parties to the dispute will share equally the cost of arbitration as intimated by the Arbitrator.”

The performance under this contract, shall not stop for any reason, whatsoever, during the said dispute/proceedings, unless the service provider is specifically directed by HPC to desist from working in this behalf.

13.0 Jurisdiction: This contract shall be deemed to have been entered into at Kolkata and all cases of action in relation to the contract shall, therefore, be deemed to have been assigned within the Jurisdiction of Kolkata, West Bengal.

SCOPE OF WORK

1.0 SCOPE OF SERVICES

Engagement of Virtual Data Room (herein after called the “VDR”) service provider for a strategic disinvestment (herein after called the “transaction”). Hindustan Newsprint Ltd (HNL) hereby referred as the “Company” is going through the transaction and as such needs a VDR service provider to provide VDR services to run and manage the transaction in the ultra-secured and free manner as per Technical Specification detailed below:

1. Details of Quantum of data and period
 - i) Data : 10 GB
 - ii) Period : 3 months
 - iii) Users : 500
 - iv) Option for incremental usage (to be billed only when triggered)
 - a. Month to month extension: Amount per month
 - b. Additional Storage: Amount per 10 MB
 - c. Additional users: Amount per 10 users
2. The VDR should be web based, simple to use and operate application.
3. The VDR should have a plug-in free web platform to upload and download data.
4. The VDR should operate seamless on all web browsers like Google Chrome, Internet Explorer, Microsoft Edge, Safari, Firefox etc., on operating systems like Window and Mac and on all devices like Desktops, Laptops, Tablets and Smart Phones.
5. The VDR should support in browser viewing of all connected business file formats like PDF, MS Office, Common image files like JPEG, PNG, Media file like MP4.
6. The VDR should have the capability of applying plug in free DRM (Digital Rights Management) to let download the standard business file formats like PDF to restrict its use even after they have been downloaded with an option to instantly revoke access or auto expiration of access at a pre-defined date/time.
7. The VDR should have the option to perform Search and apply smart filters for the documents and its contents (if the OCR scanning is done)
8. The VDR should have a minimum of 256 Bit Data encryption.

9. The VDR should have friendly looking auto document indexing with the capability to auto re-indexing.
10. The VDR should have a simple interface to add users into the VDR and should have the flexibility to apply different access rights and permissions to different user groups. The document permissions for end users should include the choice to allow or disallow Viewing, Deleting, Copying, Printing, Editing, Downloading and Uploading.
11. Customizable user access and viewing restrictions, eg. By Company, By individual user, By Project, By folder, By file etc. Should be present in VDR.
12. The VDR should have the capability to apply dynamic watermarks when the documents are reviewed by the end users and should capture a custom text, name, email, date and time and the IP address of the end user.
13. VDR should have the capability to effectively manage Q&A during the transaction.
14. The VDR should have a complete log and audit trail for each and every document and the activity happening on the VDR. Along with the logs, the VDR must also be able to provide graphical and statistical customizable reports to track.
15. Bulk data upload and down load features should be present in VDR.
16. Ability to view/protect documents in their native formats, disable copying text and screen capture features should be present in VDR.
17. Sensitive information held on data storage media (including magnetic tapes, disks, printed results, and stationary) should be protected against corruption, loss or disclosure.
18. The whole VDR system should be replicated at all times to ensure security and high availability purposes. If Virtual Machines are to be used for replication purpose, they all should be deployed in a private environment.
19. Secondary layer of real time server replication is required which may be activated in case of a disaster even (Failover).

OTHER CONDITIONS

1. The VDR provider should provide a minimum 99.5% services uptime guarantee.
2. The VDR provider should provide an option to the users to enable two factor authentications for additional security.
3. The VDR provider should provide 24x7x365 global support through Phone, Email and Live Chat. A dedicated Project Manager should also be provided to conduct training, answer questions and assist with the initial set-up of the data room. Support should be available to all parties interfacing with the platform. The VDR provider should have a local (India based) support and Project Management team with the capacity to interact in English as well as in the National Language – Hindi.
4. The VDR provider must have work with at least one reputed Indian Company. Work experience certificate from at least one reputed Indian Company should be attached.
5. The VDR provider should be able to bill to the Company in Indian Rupees and the Company should be able to pay the VDR provider via local bank transfer, Bank Cheque or a Demand Draft. The Company should not have to arrange for foreign remittance and incur additional associated charges.
6. The VDR provider must host the Company's data on ISO 27001 Certified servers to ensure security, availability and privacy of the data.
7. VDR provider should ensure that all the data whether inbound, outbound or at rest should be connected via secure connection (https) and the data should be encrypted in transit via SSL/TLS-encrypted end points using the most upto date TLS v1.2 cipher suits.
8. The VDR provider should agree to permanently delete the entire data sheet within 15 days from the service deactivation or deletion request.
9. Zero date for creation or initiation of VDR will be intimated later to successful bidder after issue of LOI/PO. Three months duration of VDR will be started from this Zero date.
10. Bidder has to give technical Demo/presentation for suitability of the VDR to the satisfaction of Committee.

SCHEDULE OF RATES (SOR)

Sl. No.	Description	Total lump sum price for the period of Three (03) months in INR/foreign currency (to indicate)
(A)	VIRTUAL DATA ROOM SERVICES*	
1.0	Virtual Data Room Services (10GB Data for 03 months) for 500 users	
2.0	TAXES AND DUTIES	
2.1	GST @.....%	
2.2	Any other taxes: if applicable, please specify and indicate rate @.....%	

Optional item if required

Sl. No.	Description	Total lump charges for additional item in INR/Foreign currency (to indicate)
(B)	Incremental Virtual Data Room services for 500 users	
1.1	Additional One (01) month extension fee for existing 10 GB data	
1.2	Additional storage (Data of 10 MB Block) for 01 month	

Note:

1. Bidder shall quote either in INR or Foreign Currency (to indicate) in the above SOR strictly, failing which the offer shall be rejected.
2. The Contractor has to submit/furnish all necessary documents/information to enable HPC Claim IGST in respect of Service Tax/Countervailing Duties, if any.
3. Price evaluation of foreign bidders shall be done with conversion of foreign currency to INR. As per TT exchange rate of RBI, prevailed on the date of opening of price bid. Contract shall be awarded on the basis of Lowest (L-1) quoted Total Lump sum price Sl.No.1.0 under (A) Above.

Bidder's signature :
Name :
Designation :
Seal :
Date :
Telephone no. :

CHECK LIST
(BIDDER MUST CONFIRM POINT BY POINT AND STRIKE OUT WHICHEVER IS NOT APPLICABLE)

NAME OF BIDDER :

OFFER NO :

Sl.No.	DESCRIPTION	BIDDER'S CONFIRMATION /ACCEPTANCE /COMMENTS
1.0	Price basis: Duly executed at HPC, Kolkata	
1.1	Firm Price: Rates shall be firm and subject to no escalation till the contractual completion period. As per Cl.2.0 of Annexure –III of Bid Document	
2.0	EMD/NSIC registration Certificate and Bank details. As per Cl.5.0 of Annexure II of Bid Document	
3.0	Payment Terms: 100% payment shall be made, within 30 days. As per cl.6.0 of Annexure –III of Bid Document	
4.0	Security Deposit: EMD is retained as Security Deposit. As per cl.8.0 of Annexure III of Bid Document	
5.0	Delivery/Completion Period: The Virtual Data Room Services (VDR) to be started within 48 hrs of intimation to service provider for the start of services.	
6.0	Price Reduction Clause: @ 0.5% per week or part thereof subject to a maximum 5% of total order value. As per cl.9.0 of Annexure –III of Bid Document	
7.0	Validity: Shall be 90 days from the date of opening of Technical bid. As per Cl. 6.0 of Annexure –II of Bid Document	
8.0	Price Confirmation Copy: A copy of Priced offer (Annexure-V) keeping price blank (hiding the price) and in place indicating "Quoted"/ " _/" as a confirmation of price quoted against the enquired item and all applicable taxes & Duties, shall be submitted along with Un-priced Techno Commercial Bid	
9.0A	Whether the company is regd. As MSE (Micro & Small Enterprise). If 'Yes' indicate the Regn. No. and enclose a copy of Regn. Certificate	

9.0B	Whether MSE Co. Is owned by SC/ST (Yes/No)	
10.0	Photocopy of PAN Card	
11.0	A Copy of valid Service Tax Regn. Certificate	
12.0	Address of IT Counter where the bidder files IT	
13.0	Confirmation of Acceptance to all Terms & Conditions of the Tender document in totality	
14.0	Name of the Authorized Person, Designation, Tel. No. & Fax No. of contact person for this Enquiry	
15.0	Proof of previous correspondence/details of service provider and satisfactory completion certificate from the previous clients	
16.0	Proof of previous turnover of Bidder	
It is confirmed that in case any of the terms and conditions mentioned in this summary are at variance with those indicated anywhere else in our offer; the condition indicated in this summary shall prevail.		

SIGNATURE AND STAMP OF THE BIDDER:

Annexure - VII

(Self Declaration on Bidder's Letter Head as per below proforma)

DECLARATION

To

Hindustan Paper Corporation Limited
75-C, Park Street,
Kolkata-700 016,
WEST BENGAL

Sir,

Sub: Bid no HPC/SS/HNL/VDR/2017/01 DATED 22nd December, 2017

We hereby declare that M/s.....is neither put on Holiday or Black-listed by any Government/PSU/Private firm or Financial Institution.

Signature:

Name :

Designation:

Seal of the Bidder

DECLARATION FOR ONLINE PAYMENT

Sl. No.	COMPANY/FIRM DETAILS:	
1.1	Name of Company/Firm:	
1.2	Address: Phone No.: Email ID	
2.0	BANK DETAILS	
2.1	Name of the Bank	
2.2	Address of the Branch Telephone No.	
2.3	9 Digit Code Number of the Bank and Branch appearing on the MICR cheque issued by the Bank	
2.4	11 Digit NEFT/IFSC Code of the Bank Branch	
2.5	Account Type (SB/CC/CA)	
2.6	Bank Account No. (as appearing on the Cheque)	
3.0	Permanent Account No.(PAN) under Income Tax Act	
4.0	Service Tax Registration Number	
5.0	Name of Authorized Signatory	
6.0	Contact Person Name	

SIGNATURE OF AUTHORISED SIGNATORY OF THE FIRM

NAME :

OFFICE SEAL:

DATE :

Note: Please furnish the above declaration for online payment duly typed on the Company's Letter Head, filled in, signed by the authorized person with your Company's Seal.

Confidentiality Undertaking

It is certified that the documents/ data/ information pertaining to Hindustan Newsprint Limited, which will be provided to [Name of the bidder] for the purpose of hosting on the virtual data room shall be treated as strictly confidential and will not be disclosed or handed over by [Name of the bidder] to any outside agency/ person without prior written permission. It is further certified that the relevant documents, which are to be submitted by [Name of the bidder] to the Company will not be disclosed to any other agency/person without prior permission of the Company and will be treated as strictly confidential.

Seal with Signature of the authorized signatory of the bidder