

NOTICE INVITING TENDER

EMPLOYMENT NEWS

(PUBLICATIONS DIVISION)
MINISTRY OF INFORMATION & BROADCASTING
East Block – IV, Level – 5, R. K. Puram,
New Delhi – 110 066.

Employment News, a weekly tabloid size Journal published by the Publication's Division in English, Hindi and Urdu languages with a combined circulation of about 5 lakh copies, invites applications from web-offset printers within 50 Kms. from Employment News office at R. K. Puram, who can compose, print and deliver such number of copies well in time every week. Printers situated beyond 15 Kms. distance from this office will have to set up their composing unit with adequate machines and staff within a distance of 15 kilometres from the office of Employment News, R.K. Puram, New Delhi within 10 days of intimation of assigning the job so that they are able to complete all required work in time. In case they fail to set-up this facility within the above time-limit, they will forgo the offer for award of tender.

Each language issue may generally carry 32 to 80 pages. The standard open size of the journal is 41 x 56-57.8 cms. folded to 28-28.9 x 41 cms. with a print area of 26 x 38.5 cms. Printers who have at least eight or more DTP machines and with a capacity to process and print the required number of pages within the stipulated time are eligible. The printer should have a capacity to print a minimum of 40 pages simultaneously of the above cut-off size and should be equipped with generators having sufficient capacity to run the printing machines etc. in case of power failure, sufficient space to store a minimum of 30 metric tons of newsprint reels, and about 1.50 lakh printed copies.

Interested printers may send their sealed tenders giving complete details regarding i) composing machines with number of operators and per day capacity of composing in English & Hindi, Urdu 2) details of web-offset printing machines with cut-off sizes / year of make of each with total printing capacity per day, 3) capacity to store newsprint, and 4) alternate arrangements of power etc.

Capacity, capability and otherwise suitability of the printer to undertake the job will be assessed by a Committee after opening of the 'Technical Bid'. Financial Bids of the suitable printers only will be opened later, for which printers will be duly notified. Tender document can be purchased by depositing an amount of Rs.1000/- only from this office. Tenders can also be downloaded from the website **www.mib.nic.in** and the tenders must be submitted with a Demand Draft (DD) of Rs.1,000/- only drawn in favour of Additional Director General (I/c), Publications Division, New Delhi. The details of all terms and conditions of this tender can also be seen from the said website. The decision of the Competent Authority shall be final.

Time and date of receipt of tenders in this office : **12.00 PM on 16.08.2010.**

Time and date of opening Technical Bid in this office : **03.30 PM on 16.08.2010.**

TENDERS SHOULD BE SENT AT THE FOLLOWING ADDRESS :

Deputy Director (Administration)
(Phone No. : 26163055)
Employment News,
East Block IV, Level V, R.K. Puram,
New Delhi 110 066.

TENDER DOCUMENT

EMPLOYMENT NEWS

(PUBLICATIONS DIVISION)

Government of India, Ministry of Information & Broadcasting
East Block IV, Level – 5, R.K. Puram,
New Delhi – 110 066.

Tender No. : EN-52011/9/2009-10/Prod.

Tender Date : 14.07.2010

Price of tender : Rs.1000/- Per Set

Initial Contract Validity : Two years

The Tender shall remain valid upto 120 days from date of opening of Technical bid.

(Financial Bids will be opened at a later date, which will be duly intimated to the tenderers whose Technical Bid is found acceptable).

Tenderers are requested to submit their offer in two parts, namely **Technical bid** and **Financial bid** in the following manner :-

- (i) Both the Technical and Financial bids should be sealed separately along with the specified enclosures of each.
- (ii) Each sealed envelope should be super-scribed with 'Tender for 'printing of Employment News – Tender No. EN-52011/9/2009-10/Prod'.
- (iii) Both sealed envelopes should be marked as 'TECHNICAL BID' or 'FINANCIAL BID', as the case may be. The financial bid cover should contain the rate offer. The technical bid cover should contain all the items listed in item no. 4 at page no. 7 of this tender.
- (iv) The said two sealed envelopes should be kept in one bigger sealed envelope, which should also be super-scribed as "printing of Employment News – Tender No. EN-52011/9/2009-10/Prod".
- (v) This bigger sealed envelope containing the technical and financial bids should be submitted to the following address on or before the specified last date and time of receipt of tender :

Deputy Director(Administration)

Employment News

East Block –IV, Level – 5, R.K. Puram,

New Delhi – 110 066. (PHONE No. 011 - 26163055)

DESCRIPTION OF WORK: Printing of Employment News/Rozgar Samachar, a weekly tabloid size journal comprising generally of 32 to 80 pages each in English, Hindi and Urdu languages. (Specimen of the journals can be seen on any working day in this office). The term 'printing' includes typesetting, designing, processing, page-making etc. Newsprint will be supplied by this office. Newsprint reels of 32 inches width having 50 Gsm. grammage \pm 4% will be supplied by this office.

SPECIFICATIONS :

1. **PAGE SIZE AND PRINT AREA** : The Standard open size of the journal will be 41 cm X 56 - 57.8 cms. (depending on cut-off size of the printing machine) (Approx) folded to 28 – 28.9 cm X 41 cm (Approx) The print area will be 26 cm X 38.5 cms.
2. **PRINTING INK / COLOUR** : Outer two pages will be printed in 2 colours (Black with one special colour). Remaining pages will be printed in single colour (Black). Standard good quality quick set ink will have to be used to avoid set offs, rubbing etc. Uniformity and consistency of Colour will have to be ensured in all copies.
3. **PROCESS OF PRINTING** : Web- offset
4. **QUANTITY** : The total print order for all three languages may vary between 4 lakh copies to 5.00 lakh copies with following approximate break up.

 1. English : 4 Lakh Copies
 2. Hindi : 1 Lakh Copies
 3. Urdu : 500 to 1000 Copies
 (Total : 5 lakh copies (Approximately))

 The average combined print run for the year 2009-10 was 4.50 lakh copies per issue. However this quantity may vary from issue to issue.
5. **Printing Schedule** : Materials will be supplied in 3 to 4 batches. Flow of text manuscripts including photographs, drawings etc. shall commence about 15 days before the supply of final artwork pages. The printer shall be required to compose text immediately and supply the proofs within about 12 hours of the receipts of materials so as to complete the final artwork pages within given time schedule.

Printing should start immediately upon receipt of final artwork pages and printing should be done @ 1.50 lakh copies per day. The commencement and final completion and delivery schedule of English copies will be from Saturday to Monday, Hindi and Urdu language copies from Wednesday to Friday. The detailed schedule of supply and receipt of materials, proofs, copies etc. shall be drawn at the time of finalizing of contract / agreement (subject to change as per requirement from time to time).
6. **Terms of Delivery**: The copies will be lifted from the press by publisher's authorized representative. The printed copies should be securely packed generally in bundles of 50 to 100 copies as per the instructions. About 1.50 lakh copies will have to be delivered each day. Details of Specifications for composing, processing, printing, materials for production, printing schedule, newsprint entitlement and supply, packing, etc. **are available at annexure 'A' attached.** Tenderers are requested to submit their offer in two parts, namely) i) Technical bid with notified documents and (ii) Financial bid. Both the Technical and Financial bids should be sealed separately and should be submitted simultaneously in one main cover. Only the technical bid will be opened on the date mentioned above and the Financial bids of technically acceptable offers will be opened only after technical evaluation of all the offers is completed.
7. **Technical requirements for printing of Employment News / Rozgar Samachar** :
 1. The composing/type-setting unit of the printer shall be in close proximity to this office.
 2. The press should be able to print minimum of 40 pages simultaneously and must be in a position to deliver nearly 1.50 lakh copies in a day in order to complete the supply of printed copies in specified time.
 3. The press should be situated within Delhi / NCR limits upto 50 Kms. from the office of Employment News at R.K. Puram, New Delhi.

4. Press should have executed similar jobs since a minimum of 3 years. Supporting documents should be enclosed.
5. Printer will be required to dedicate a minimum of 8 DTP terminals (4 each for English & Hindi languages), 2 laser B/W printers of A-3 size, one high resolution scanner along with experienced and dedicated regular operators/staff.
6. The printer shall have to make arrangements to collect/deliver the materials from/to the office of Employment News, R.K. Puram, New Delhi thrice a day at the printer's cost.
7. The printer will have to make adequate alternate power arrangements to avoid any delay in case of power-cuts.

8. ESSENTIAL CONDITIONS :

- a) The tenderer must enclose an **Earnest Money deposit** of Rs.1,00,000/- (Rupees one lakh only) in the form of a Demand Draft of a Scheduled bank favoring *Additional Director General (In Charge), Publications Division, New Delhi* in the Technical Bid cover.
- b) An **All Risk Insurance Policy** covering the risks against fire, theft, burglary, riots and local disturbances for a sum of rupees 25 lakhs (Rupees twenty five lakh only), valid for the entire period of contract will have to be submitted by the successful printer to cover the cost of newsprint and printed copies to be supplied and should be duly pledged to the President of India through the *Additional Director General (In Charge), Publications Division, New Delhi*. The cost of insurance will have to be borne by the printer.
- c) The successful tenderer will have to submit a **Performance Guarantee / Security Deposit** of Rs.35 lakhs (rupees thirty five lakhs only) in the form of Bank Guarantee favouring *Additional Director General (In Charge), Publications Division, New Delhi, as per prescribed proforma*. The Bank Guarantee should be valid for a minimum period of 30 months or six months after the completion of the contract.

9. LIQUIDATED DAMAGES (PENALTIES) :

Deductions for avoidable delays in respect of composing, submission of proofs etc, printing or delivery of printed copies shall be made from the printer's bill without any reference to them. The delays even for Saturdays / Sundays and Public holidays will be treated as delays for purpose of penalties / liquidated damages, which are tabled hereunder :

- | | |
|------------------------------------|--|
| (a) For delays between 1 to 2 days | : 10 per cent of value of delayed copies |
| (b) For delay of 3 days | : 15 per cent of value of delayed copies. |
| (c) For delays of 4 days | : 25 per cent of value of delayed copies |
| (d) For delay of more than 4 days | : Entire cost of delayed copies will be recovered at the printed sale price. |

Besides, defective/sub-standard production e.g. uneven or faded copies, use of poor quality inks, missing prints, etc. shall also attract liquidated damages as deemed fit as per individual case / rejection of copies.

NOTE:

1. Delays, if any, during the initial 4 (four) issues may be condoned by the competent authority on the basis of justifiable reasons to allow the various processes to settle and get steamlined.
2. Delays occurring on account of late supply of newsprint, sub-standard newsprint, manuscripts, final paste-up etc. by this office shall be considered for condonement.
3. In case of poor performance or regular delays, the publisher will have the right to terminate the contract in part or in full at anytime during the tenancy of the contract.
4. All tenders can be cancelled without assigning any reason.
5. Before the last payment of the contract is made, the printer will have to submit an undertaking for 'No dues with Employment News'.

ANNEXURE - A**SPECIFICATIONS FOR COMPOSING, PROCESSING & PRINTING OF EMPLOYMENT NEWS/ROZGAR SAMACHAR****1. DESCRIPTION:**

A weekly tabloid size journal comprising normally of 32 to 80 pages each in English, Hindi & Urdu is to be printed from typed, cyclostyled or handwritten manuscripts / art pulls, line and halftone designs, logo designs, photographs, CD, etc. supplied by this office. Each page shall generally consist of 3 to 6 columns of text matter. The text shall be set up in 8 to 12 points type sizes with headings in bigger type sizes by the printer by laser composing process in English, Hindi and Urdu, as per given instructions. Text manuscripts in English, Hindi & Urdu for composing, final paste-up pages of English, Hindi & Urdu, line/tone designs / color or B/W photographs etc. will be supplied.

The printer shall have to make arrangements to collect the manuscripts, deliver and collect proofs / corrected proofs, etc. from this office at least three times in a day and supply corrected art pulls for preparation/paste-up for final artwork pages in time, as per schedule. As such, it is required that the composing / type-setting unit of the printer shall be in close proximity to this office. The pasting of art pulls of text pages, designs/pictures for all the pages of English and Hindi editions will be done by Employment News office and complete paste-up pages will be supplied to the printer. The preparation of final art work pages of Urdu edition will be done by the printer as per the layout and number of pages of English / Hindi editions, which will have to be got approved from the office of Employment News before printing. The printer shall have to reduce/enlarge the pages in part or in full, do planning with photographs / pictures whenever necessary, as per given instructions. A specimen of the journal can be seen on any working day in this office. The number of pages and print order may vary from issue to issue but the supplies will have to be completed within specified time.

The final paste-up artwork (CRC) pages may be supplied in parts or in batches. The printer shall be required to undertake processing/printing immediately upon receipt of the final artwork pages, photographs, etc. from this office as per given print order for each language and complete the supplies as per schedule.

Materials will be supplied in 3 to 4 batches. Flow of text manuscripts including photographs, drawings, etc. shall commence about 15 days before the supply of final artwork pages. The printer shall be required to compose text immediately and supply the proofs/corrected proofs within about 12 hours of the receipt of materials, so as to complete the final artwork pages within given time schedule. Printing should start immediately upon receipt of the final artwork pages and supplies of the printed copies should commence from the next day with regular supply of about 1.50 lakhs copies per day. The commencement and final completion and delivery schedule of English copies will usually be from Saturday to Monday, Hindi and Urdu from Wednesday to Friday. The detailed schedule of supply and receipt of materials, proofs, copies, etc. shall be drawn at the time of contract which may change as per requirements from time to time.

2. **NEWSPRINT ENTITLEMENT AND SUPPLY:**

- (i) Newsprint reels shall be supplied to the printer on the basis of gross weight including weight of mallet, core and reel ends etc. as received from the suppliers.
- (ii) Newsprint reels of 81.5 cms. (32 inches) approx. width of average 50 Gsm \pm 4% as received from various indigenous/foreign sources, shall be supplied to the printer in the condition in which they are received.
- (iii) The 'newsprint consumption entitlement' for each issue shall be computed by working out the area requirement on the basis of actual size of the journal, the number of pages and the print order, and thereafter by conversion of area requirement into weight on the basis of actual Gsm as received by Employment News from the test report of the testing agency authorized by Employment News.
- (iv) A wastage allowance of 3 (three) percent of the Net weight of newsprint admissible for copies supplied in each issue as computed in terms of clause (iii) above shall be allowed to the printer. The core, mallet, reel-ends and print-waste etc. will be the property of the printer. Hence, the tenderer should take into account the value of all such materials while submitting the quotation.
- (v) The printer shall have the option to have the newsprint supplied to him weighed in original packing at his own expense on a weighing machine available in the press premises or outside, in the presence of one or more of the authorized representatives of this office to satisfy himself about the correctness of the weight of newsprint supplied to him.

3. **OTHER ESSENTIAL CONDITIONS :**

- (i) The number of copies and the number of pages may vary from issue to issue in each language.
- (ii) The printer shall have to make arrangements to collect/deliver the materials from/to the office of Employment News, R.K. Puram, New Delhi at least thrice a day at the printer's expense.
- (iii) The publisher reserves the right to cancel/drop publishing any of the editions with/without specifying any reasons thereof.
- (iv) In case of delay in printing beyond the limit of schedule, the publisher will be at liberty to get the journal printed at any other press at their rates and deduct the amount so paid from the printer to which the contract is assigned, or impose liquidated damages.
- (v) If the printer is undertaking any other job, newsprint reels belonging to Employment News will have to be stacked separately. The newsprint will have to be kept in the secured place so as to avoid any kind of damage to the reels.
- (vi) The printer will have to provide, free of all charges, appropriate and adequate office space at the press premises to accommodate 5 to 6 persons who may be deployed, as and when required, to supervise the production and delivery of copies, etc.
- (vi) The contract will remain valid for a period of 2 (two) years from the date of award of the contract. However, it may be extended further on mutual agreement on same rates, terms and conditions for one or more years subject to satisfactory performance of the printer.
- (vii) The successful printer shall have to enter into an 'Agreement' for the contract which will normally be valid for the entire period of the contract including the extended period, if any. In case the final account remains unsettled at the expiry of the contract, the relevant provisions thereof will remain valid till the final accounts between this office and the printer are settled.
- (ix) Even in case of unavoidable circumstances like strike, riots or other such situations over which the printer may have no control, printer will be responsible to deliver the printed copies in time.

- (x) The rates quoted should be typed/written legibly in figures and in words. Any cuttings / over-writings should be counter-signed by the competent signatory.
- (xi) The printer will have to make adequate alternate power arrangements to avoid any delay in case of power-cuts. Alternative power sources shall also be provided by the printer for running the composing machines.
- (xii) The tenderers are liable for inspection of their presses as well as verification of the documents submitted by them with their respective originals before opening of financial bids.
- (xiii) Press must have sufficient storage space to keep our newsprint reels and the printed copies in a safe and secured manner with protection from fire, rain etc.
- (xiv) The press must be situated in Delhi / NCR within 50 kms. from the office of Employment News, New Delhi.
- (xv) All disputes shall be settled within the Delhi Jurisdiction.
- (xvi) Additional Director General (I/c) will be the final authority to decide all matters.
- (xvii) All the terms and conditions of the tender specifications will have to be honoured. Incomplete/vague/conditional tender will not be accepted. Post tender revision of rates, terms and conditions shall not be entertained.

4. CHECK-LIST OF DOCUMENTS TO BE SUBMITTED INSIDE SEALED TECHNICAL BID :

- (a) Earnest Money Deposit of one lakh rupees as specified.
- (b) Attested copy of PAN / TIN number.
- (c) Attested copy of press ownership documents indicating details of proprietor.
- (d) Attested copy of list of printing machines (with cut-off size) and other equipments.
- (e) Attested copy of list of Government / other clients.
- (f) Attested copy of license under Factory's Act.
- (g) Certificate that press has not employed child labour in their premises.
- (h) Details for storage space of newsprint reels and printed copies.
- (i) Details of DTP terminals (with details of printers) with location where installed.
- (j) Names with addresses of sister concerns, if any.
- (k) Press Declaration
- (l) Attested documents indicating press has executed similar jobs since at least 3 years.
- (m) Attested copies of the annual IT returns of the last 3 years.
- (n) Attested copy of the annual turnover for the last three years.



(GHANSHYAM MEENA)
Deputy Director (Administration)

FINANCIAL BID PROFORMA

Rates should be quoted on the following lines including the cost of composing of English, Hindi and Urdu text, cost of processing, printing, packing, delivery and all other incidentals, if any, of all the three languages. The quoted rates should be inclusive of all taxes & duties. The rates should be quoted on the basis of combined print order of all three languages. This form should be kept in a separate cover super-scribed as 'FINANCIAL BID – OPENING DATE _____.'

For English, Hindi & Urdu Combined print order

- | | |
|--|-----------------------------|
| 1. Rate per 1000 copies of 56 pages each: | Rs. _____
(Rupees _____) |
| 2. Rates per 1000 copies for every additional / reduced 8 pages | Rs. _____
(Rupees _____) |
| 3. Rates per 1000 copies for every additional / reduced 16 pages | Rs. _____
(Rupees _____) |
| 4. Rates per 1000 copies for every additional / reduced 24 pages | Rs. _____
(Rupees _____) |
| 6. Rate per 1000 copies for printing every additional colour on one form of four pages only: | Rs _____
(Rupees _____) |

NOTE :

1. Where number of copies is part of 1000 copies, rates admissible will be pro-rata of quoted rates.
2. No revision of rates will be permissible during the tenancy of the contract, or its extension, if any. However, charges levied by the Government, if any during the contract / extension period, will be applicable only on the actual basis.

I/We undertake that the printing of the job will be done in accordance with the specifications, rates, terms and conditions of the tender as set out above.

Signature _____

Signed as _____

Name of the Press _____

Stamp _____

Dated : _____

No.D-21014/3/2008-A&G

Dated 29.4.2010

To
M/s _____

Sealed quotation are invited from required dealers for checking, repair and re-filling of Fire Fighting Equipment in this Division at Feeder Store, Faridabad, Sales Emporium, Old Secretariat and Journal Unit, R.K. Puram. Rates may also be quoted for supply of new fire fighting equipments as listed below:-

S.No.	Items	Rate for New	Rate for refilling
1.	Co2 (9 Liters)		
2.(a)	Carbon Dioxide 2.0 Kg.		
(b)	Carbon Dioxide 4.5 Kg.		
(c)	Carbon Dioxide 6.8 Kg		
3.(a)	ABC 1 Kg.		
(b)	ABC 2 Kg.		
(c)	ABC 5 Kg.		
4.(a)	Halon Type 500 Gms		
(b)	Halon Type 1.25 Kg.		
(c)	Halon Type 2.50 Kg.		
5.	Foam Type 9 Litre		
6.(a)	Dry Chemical Powder 5 Kg.		
(b)	Dry Chemical Powder 10 Kg.		
7.	Paint on Equipment		

Taxes like VAT, Service Tax etc. payable to Govt. should be clearly indicated . They should also indicate their Regd. No. with VAT/Service Tax Dept. Non Regtd. Firm shall not be eligible to claim VAT/CST or Service Tax in their bill.

2.. The quotations should be submitted in Sealed Cover super scribed 'Quotation for Checking, Repairs, Refilling of Fire Fighting Equipments and supply of New Equipments addressed to **Shri Jagdip Rana, Deputy Director (A&G), Publications Division, Ministry of Information and Broadcasting Soochna Bhavan, New Delhi, so as to reach in Tender Box in Room No. 240, Soochna Bhavan, CGO Complex, New Delhi 110003 latest by 20.05.2010 up to 3.00 PM.** The quotations will be opened in Room No.132, Soochna Bhavan on the same day i.e. 14.05.2010 at 3.30 PM in the presence of such of the tenderers or their authorized representative as are present at the time. The opening of the tenders shall not be postponed just because the tenderer or his representative is not present.

Cont.....2/-

3. The firm that shall be awarded the job shall be required to deposit a performance security of Rs.5000/- with this Division in the form of F.D.R. valid for a period of One and half year duly pledged in favour of the ADG(I/c), Publications Division, Sochna Bhavan, CGO Complex, Lodhi Road, New Delhi -110003. The performance security will be refunded after satisfactory completion of the contract.
4. The quotations should be submitted along with the earnest money (refundable conditions apply) deposit of Rs.500/- in the form of Bank Draft/DD/Pay Order issued by a Nationalized Bank in favour of the ADG (I/c), Publications Division. No tender without the earnest money will be accepted. On completion of the tender process the DD etc., will be returned to the tenderer
5. The firm shall also furnish the experience certificate for minimum 5 years of Ministries/Dept. of Govt. of India or Public Sector Undertaking where the firm has provided the type of services mentioned in the tender.
6. Certificate in respect of work tax/income tax/VAT/CST etc. should also be attached.
7. The Division reserves the right to accept or reject any or all the quotations without assigning any reason therefore.

Yours faithfully,

**(JAGDIP RANA)
Deputy Director (A&G)**

**File No 47011/46/08-09/EN-Cir
Employment News/ Rozgar Samachar
(PUBLICATION DIVISION)
MINISTRY OF I & B
GOVERNMENT OF INDIA
EAST BLOCK-IV, LEVEL -5, R.K.PURAM
NEW DELHI – 110066**

DATED:- 24.02.2010

CORRIGANDUM

Subject:- Invitation to bid for transportation, packing forwarding and dispatch, delivery of the copies of weekly Employment News/Rozgar Samachar, Journals – dated 02.02.2010 published vide Advt. No. 22213/11/013/0910 in Hindi & English.

In this Divisions tender dated 02.02.2010, in para (III) under the heading **Penal Provisions** the following amendments are made:-

After Para (I) the following para shall be inserted:-

“(2) For non-receipt/ short receipt/unsatisfactory receipt:-In case of non receipt/short reimburse receipt/unsatisfactory receipt of packets/copies the contractor shall re-imburse to the Government full cost of such non-receipted/short receipted/dissatisfactory receipted copies i.e. printed price of the Journal, packaging charges, postage, transportation charges freight charges paid thereon as well as the postal, freight to be paid on the fresh copies to be sent in replacement and or any other incidental or ancillary charges incurred by the Government thereon. The imposed penalty will be deducted from the current bill or any coming bills of the contractor.

Sub para (II) shall be renamed as para(3).

In the said re- named para (3) for the words “the contractor fails to comply any or all the essential conditions of the contract” the words “the contractor fails to comply any or all the essential or general provisions of the contract” shall be substituted.

**Suryakant Sharma
(Business Manager)**

Corrigendum

Subject: Invitation to bid for transportation, packing, forwarding and dispatch, delivery of the copies of weekly Employment News/Rozgar Samachar, Journals-dated 01.02.2010.

It pertains to the matter cited above. In this connection, it is stated that last date for receiving the Tender application has been extended up to 03.03.2010. Moreover, the closing date for sale of Tender application/applications form will be 26.02.2010 up to 2.00p.m. The other details of the advertisement would remain as it is/in to.

**Employment News/Rozgar Samachar
(Publications Division)
Ministry of Information & Broadcasting
Government of India
East Block-IV, Level-V, R.K.Puram, New Delhi-110066**

No. 47012/46/09-10/EN/Cir

Dated: 22.01.2010

To
M/s _____

Subject: Invitation to bid for transportation, packing, forwarding and dispatch, delivery of the copies of weekly Employment News/Rozgar Samachar, Journals.

On behalf of the President of India, sealed tenders are invited by the Additional Director General(I/c) Publications Division for distributions of weekly magazines Employment News (English) and Rozgar Samachar (Hindi & Urdu) from the established Dispatch Contractors based in Delhi/New Delhi having at least three years experience in packing, forwarding, stacking, dispatch and delivery of the copies of News Papers/Magazines. This is a two bid quotation i.e (i) Technical Bid & (ii) Financial Bid. Interested parties are requested to submit his quotations (Technical as well as Financial) along with an earnest Money of Rs. 50,000/- (Rupees fifty thousand only) in the form of Demand Draft only of a Scheduled Bank in favour of Additional Director General(I/c), Publications Division, Ministry of Information & Broadcasting, New Delhi-110066 (hereinafter referred to as Additional Director General (I/c)), and required documentary proofs etc., under three separate sealed covers super scribing **(I) Technical Quotation/Bid For Dispatch Contract of Employment News/Rozgar Samachar(II) Financial Quotation/Bid for Dispatch Contract of Employment News/Rozgar Samachar (III) Earnest money for dispatch work of EN/RS**, so as to reach the Director, Employment News, East Block-IV, Level-V, R.K. Puram, New Delhi-110066 **Latest by 03.03.2010 upto 2.00P.M** The Tender document can be purchased on a nonrefundable amount of **Rs.1000/- (rupees one thousand only) by Cash or through a Demand Draft payable in favour of Additional Director General (Incharge) Employment News, New Delhi between 10.00 AM to 4.00 PM on all working days i.e. Monday to Friday from the Accounts Officer, Employment News, East Block-4, Level-5, R.K. Puram New Delhi from 28.01.2010 to 26.02.2010.** The tender document can also be downloaded from our official website www.mib.nic.in/www.employmentnews.gov.in/www.publicationsdivision.nic.in. In case the tender document has been downloaded from our web-site the downloaded tender document must accompany a nonrefundable demand draft of a Scheduled Bank for Rs. 1000/- (Rupees one thousand only) in favour of Additional Director General (I/c), Publications Division, Ministry of I&B, New Delhi.

The Technical Bid/Tender will be opened on the same day i.e. at 3.00 PM on 03.03.2010. The tenderer or his authorised representative may be present, if they so desire, at the time of opening of the tender. The Tender Committee will assess the capacity, capability and otherwise the suitability of the firms to undertake the job. The Financial Bid of only those parties who fulfil all the essential criteria and produce the documents required for Technical Bid, shall be opened. The Financial Bid/Quotation will be opened under prior intimation of date, time and venue to the qualified/eligible tenderer/bidder. The decision of the Tender Committee shall be final and binding.

Opening date for purchase of Tender document: 28.01.2010
Closing date for purchase of tender document : 26.02.2010

Please note that under any circumstances tenders received after the specified time and date and without a Demand Draft for Earnest Money will not be considered.

For detailed descriptions please see the Tender Documents or visit our website www.mib.nic.in/www.employmentnews.gov.in/www.publicationsdivision.nic.in.

Yours faithfully,

(BUSINESS MANAGER)

**EMPLOYMENT NEWS/ROZGAR SAMACHAR
PUBLICATIONS DIVISION
MINISTRY OF INFORMATION & BROADCASTING
GOVERNMENT OF INDIA
EAST BLOCK-IV, LEVEL-5, R.K. PURAM, NEW DELHI-110066.**

File. No. 47011/46/09-10/EN/Cir

Dated: - 22.01.2010

Description

On behalf of the President of India sealed quotations are invited from established from Delhi/New Delhi based dispatch contractors having minimum three years experience in packing, forwarding, dispatch work in journals/newspapers. The contractor shall have to lift printed copies of our weekly journal (1) Employment News (in English) (2) Rozgar Samachar (in Hindi) and (3) Rozgar Samachar (in Urdu) (hereinafter called collectively as Journals) from the premises of printing Press in and around Delhi/New Delhi, to their godown on daily basis for transportation and distribution to our distributors(approximately 400), individual subscribers and others throughout India. The Printing Press may be in Delhi/New Delhi or surrounding area of Delhi/New Delhi upto 50 Kms from the border of Delhi/New Delhi. The Journal comprises normally of 32-64 pages and occasionally may be 80-96 pages and above. The total number of printed copies of a particular issue of the Journals may be ranging from 3 to 8 lakh and the contractor shall be required to lift approximately 1 lakh to 1.50 lakhs copies of the Journals per day for dispatch and distribution.

This is a two bid quotation i.e (i) Technical Bid & (ii) Financial Bid. If you are in a position to undertake the above job on regular basis as per enclosed specification, please submit your both quotations along with an earnest Money of Rs. 50,000/- (Rupees fifty thousand only) in the form of Demand Draft only of a Scheduled Bank in favour of Additional Director General(I/c), Publications Division, Ministry of Information & Broadcasting, New Delhi-110066 (hereinafter referred to as Additional Director General (I/c)), and required documentary proofs etc., under three separate sealed covers superscribing **(I) Technical Quotation/Bid For Despatch Contract of Employment News/Rozgar Samachar(II) Financial Quotation/Bid for Dispatch Contract of Employment News/Rozgar Samachar (III) Earnest money for dispatch work of EN/RS**, so as to reach the Director, Employment News, East Block-IV, Level-V, R.K.Puram, New Delhi-110066 **Latest by 03.03.2010 upto 2.00 P.M.. The Tender document can be purchased on payment of Rs.1000/- (rupees one thousand only) by Cash or through a Demand Draft payable in favour of Additional Director General (Incharge) Employment News, New Delhi between 10.00 AM to 4.00 PM on all working days i.e. Monday to Friday from the Accounts Officer, Employment News, East Block-4, Level-5, R.K. Puram New Delhi from 28.01.2010 to 26.02.2010. WWW.employmentnews.gov.in. In case the tender document has been downloaded from our web-site the downloaded tender document must accompany a nonrefundable demand draft of a Scheduled Bank for Rs. 1000/- (Rupees one thousand only) in favour of Additional Director General (I/c), Publications Division, Ministry of I&B, New Delhi.**

The tenderer or his authorised representative may be present, if they so desire, at the time of opening of the tender.

The contract shall be valid for a period of two years from the date of signing of the contract and shall be renewable on the same terms and conditions for one more year at the discretion of the Additional Director General (I/c).

The Technical Bid will be opened at 3.00 P.M. on 03.03.2010. Tenderer or his authorized representative may be present at the time of the opening of the Technical Bid.

(I) Essential Conditions of the Job

(1) **Facilities to perform the Job:** -The contractor must have the following facilities to undertake the job:-

(a) A godown of not less than 500 (five hundred) Sqr. Ft. in size in the name of the contractor on freehold or leasehold or rent basis from the date of advertisement of this Tender Notice for not less than two years or the last date of extension of the contract whichever is later.

(b) Adequate number of motorized vehicles and manpower to undertake the job. The registration of vehicles must be in the name of the tenderer.

(c) The tenderer must be of sound financial health .

(d) Must not be black listed by any Central/State Government/Offices.

(2) **Jobs to be performed:** The tenderer shall have to perform the following duties as per instructions of the Business Manager (Circulation) in Employment News or any other officer so authorized by him, namely :-

- (i) Procurement of a copy of Print Order for the Press for printing of the Journals from the office of Employment News, located at East Block-IV, Level-V, R.K. Puram, New Delhi on weekly basis;
- (ii) Procure a copy of Dispatch Order from this Office for mailing and distribution of the Journals to Dealers/Individual Subscribers, on daily basis.
- (iii) Count and procure the printed copy of the Journals from the printing press on daily basis and keep a record thereof for reporting to this office;
- (iv) To obtain delivery challan of the Journals from the printing press on daily basis
- (v) To transport the printed copies of the Journals so procured from the printing press to his godown;
- (vi) To prepare printed copy of distributors/subscribers/consignees addresses as per direction of the Business Manager (Advt.) or a person so authorized by him;
- (vii) To make individual set of the journals page-wise, make bundles of requisite copies as per mailing requirements, packing, re-packing, bundling, re-bundling, pasting of address of the distributors/individual subscribers thereon or any other job as directed by the Business Manager (Advt.) or other officer so authorized by him;
- (viii) Transporting and dispatching of the Journals to various destinations i.e. to distributions/individual subscribers or any other destination as directed by the Business Manager(Circulation) or a person so authorized by him through rail/road/airways/postal services/courier/transport/local transport or any other means of transport. This includes transportation of Journals from the dispatch contractor's godown to the transport stations of these mode of transport.
- (ix) To obtain receipt of transport documents from the transport authorities railways/roadways/airways/postal/transport agencies, etc. and send it to the respective distributors.
- (x) To obtain proof of delivery of all copies from the consignee distributors.

- (xi) To submit bills for payment along with proof in respect of works (i) to (x) from the concerned source to the Business Manager (Circulation) in Employment News for payment.
- (xii) The contractor shall be required to lift and dispatch around **3 to 8 lakhs** copies or more per week in installments of above one lakh copies or more (which can increase to more than **1.50 lakhs** per day, depending upon the exigencies) per day of the weekly journal Employment News/Rozgar Samachar. The copies are required to be lifted from the printing press assigned for the printing of the weekly **in and around Delhi/New Delhi** after duly accounting for receipt from the press.
- (xiii) The contractor who undertakes the lifting, transporting, labeling, packing, dispatching, delivering of weekly Employment News/Rozgar Samachar must have adequate capacity of at least 500 Sq. ft. godown space and should have adequate means of transportation, network, manpower and resources to stock, transport, pack, dispatch, forward and distribute the copies on the fixed schedule/time, as per prescribed schedule period, for lifting of each installment of copies from the press in accordance with the written instructions to be obtained regularly every week from the BM (Cir.), any other officer authorised for this purpose, Employment News or any other office. The contractor shall have to lift each installment of copies **within four hours from** the printing press.
- (xiv) The contractor shall stock with himself adequate quantity of good quality of packing materials to carry out necessary wrapping, packing and labeling of the copies as per the instructions of the Business Manager (C&A) or any other officer authorised for this purpose. The contractor shall be responsible for completing all the formalities about all processing of counting, lifting, transportation, instructions of all sections of each copy, rebundling, wrapping, packing, labeling (including packing paper, wrappers and printing of wrappers etc.), dispatching and delivering of copies/packets etc. to all destinations authorised distributors/individual subscribers through the country as per the instructions issued by the Employment News office. The contractor shall also be responsible for preparation of distributors/subscribers/consignees addresses, printing of labels, sorting out of addresses, pasting of addresses on wrappers, packets as per mailing list. The mailing list will be supplied by the Employment News. The wrappers, for packing (single copy) shall be printed on good quality **paper and prepared by the contractor on own his expenses and arrangement**, as per sample copy supplied by the EN. No separate charges will be paid by Employment News.
- (xv) The contractor shall have to make their own arrangements on their own expenses to collect print order, dispatch instructions, etc. of each issue every week on specific day from the EN. The mailing list name and addresses of distributors/subscribers/consignees will be given to the contractor by the EN, New Delhi, at one time in the beginning of the work. He will prepare labels/addresses for each issue according to the mailing list of the Employment News. In case, any correction, addition/deletion/charges etc. is provided by EN to the contractor along with the print order or at any time, he will be liable to do the same.
- (xvi) No freight charges shall be payable separately towards transportation of copies of the Employment News/Rozgar Samachar for dispatching, delivering of copies to destinations/distributors/subscribers/consignees. The contractor shall have to make their own arrangements on their own expenses to deliver the copies by hand/road/rail/post/courier/air or any other mode of transportation. Employment News will not pay any charges for these.
- (xvii) Rates will be applicable on the basis of charge per thousands copies. When the number of copies is less than one thousand payment will be on pro-rata.
- (xviii) All charges lifting/transportation, insertions, rebinding, wrapping, packing, labeling (including paper and printing of label/wrappers) dispatching and delivery (including all

freight/postal charges) the copies of EN/RS may be included in the consolidated/combined rates. **All charges and taxes (excluding service tax) should also be included in the quoted rates. No tax and any other charges will be paid separately by Employment News.**

- (xix) The contractor shall **not be allowed to claim any revised rate or extra charges other than the quoted rate, on account of hike/increase/revise in the rate/price of petrol/diesel/gas or any other raw material during the currency of the contract period.**
- (xx) At present, the total supply is in the range of three lacs to six lacs copies per issue per week which are supplied at about 200 to 400 authorised distributors and the individual subscribers supply would be about 4000 to 10000 copies per issue per week. **Most of the copies of EN/RS will be delivered to the authorised distributors.** The number of authorised distributors, number of copies supplied to the distributors, number of copies supplied to individual subscribers may increase or decrease as per the demand or any decision of EN from time to time.
- (xxi) Employment News has no objection to availing of any concessional rate from the railways/airlines/postal departments or any other Government Department, by the dispatcher. However, necessary formalities, requirement and processing the matter by the concerned department will have to be done by the dispatch contractor himself.
- (xxii) In respect of dispatch by post to individual subscribers or demand of certain authorised distributors, the contractor will be required to avail of concessional postage facility for periodicals; the payment shall be made by the contractor on his expenses. In case the postal department/authority raise the bill directly to Employment News office, then the Employment News will pay the bill to the postal department and the same amount will be deducted from the contractor's bill.
- (xxiv) The contractor should on weekly basis present all bills along with the copy of the relevant proof of dispatch and delivery/acknowledgement/challan thereto directly to the EN, R.K. Puram, New Delhi, or wherever situated, for payment. He will properly maintain the dispatch/delivery records of all distributors/subscribers/consignees.
- (3) **Packaging Materials:-** The tenderer contractor shall always have in stock adequate qty. of packaging materials in the form of new and good quality polythene bags of not less than 60-microns and kraft papers of 80 GSM or above, good quality twines/gums, plastic woven bags, etc. The contractor for completing all the formalities about forwarding and dispatch of packets including loading relevant packets in the requisite trains, taking packets to the postal counter, airlines and any other mode of transportation as per instructions of the ABM/BM (Cir.), Employment News. While loading/unloading and stacking, the contractor should take utmost care so that the bundles for copies are not damaged at their end.

(4) Delivery Schedule:- The time schedule for lifting, packing, re-packing, bundling, re-bundling, dispatching & delivery of printed copies of Journals to destinations (from the time the copies of Journals are ready for lifting from the printing press and to delivery to final destinations i.e. distributors, individual subscribers or any other destination as directed by the Business Manager(Circulation) or a person so authorized by him) shall be as follows:-

- | | | |
|-------|--|--------------------------|
| (i) | Delhi/New Delhi and surrounding areas upto 50 KMs from the boarder of Delhi(NCR) | Within twenty four hours |
| (ii) | From 51 KMs of Delhi (NCR) Boarder to 300 KMs | Within thirty six hours |
| (iii) | From 301 KMs of Delhi (NCR) to 1000 KMs | Within forty eight hours |

- (iv) From 1001 KMs of Delhi (NCR) to 1500 KMs Within sixty hours
- (v) From 1501 KMs to Delhi (NCR) and above (within India) Within seventy two hrs.

All arrangements shall be made by the contractor for dispatching and delivering of copies to all the destinations by road/transportation/rail/air/postal or any other mode for booking, loading, space availability and essential formalities etc. and the safe and full supply to all destinations/distributors.

(5)**Financial Bid** **Rates to be Quoted:-** The rate should be quoted for per 1000 copies of the Journals. Where the number of copies is less than 1000, rate admissible prorate-percentage of quoted rates. The Financial Bid should contain all charges beginning from lifting of the printed copy of Journals from the printing press till final transportation/delivery to the distributors , individual subscribers, or any other destination as directed by the Business Manager(Circulation) or a person so authorized by him and shall include all incidental and ancillary expenses like transportation, mailing, postal charges, packing, re-packing, labeling, bundling, re-bundling, insurance charges, charges relating to engagement of all kind of man power, expenses on correspondences with the transport authorities or any person or office , damage charges, billing charges, all type of expenses on procurement of orders from this Office, all type of duties and taxes (**excluding Service Tax**), levies, payable to Central/State Governments, Local Bodies, etc. Under no circumstances charges claimed other than those on the basis of rates quoted in the tender shall be allowed to include in the bill for payment. Financial bid should be duly filled in all respect without correction, cutting or overwriting in the manner prescribed below:-.

“Tender for lifting, transportations, packing, forwarding and delivery of the copies of Employment News /Rozgar Samachar to the various destinations including freight charges of the copies of Employment News/Rozgar Samachar.

Tender no. 47011/46/09-10/EN/Cir.

Rates per 1000 copies containing

S. No.	Job Description	Up to 40 Pages	Up to 56 Pages	Up to 64 Pages	Up to 72 Pages	Up to 80 Pages	Up to 96 Pages	Above 96 pages
1.	Charges for lifting, transportation of printed journals from the press located in and around Delhi/New Delhi upto 50 Kms from the border of Delhi/New Delhi to contractor's godown and from there to the various dispatch points such as Railway Stations, Road Transportation booking office, transport stands, Air Port, Post Offices after insertion, of all sections in one copy . Re-bundling, packing including forwarding expenses. The charges would also cover delivery of specified number of copies in the office of Employment News office or any other govt. offices in Delhi and New Delhi.							
2.	Charges of packing of copies of subscribers with printed wrappers including cost of paper of wrappers and printing of wrappers, preparation of address/on the wrappers, shorting of wrappers and cost of plastic wovean tax required dispatching the wrapped copies including postal charges/courier charges.							
3	Packing with new polythene bags good quality (60 micron or above) and strong Kraft paper (80 GSM or above) and twins gum fevicol, including cost of paper printing and preparation of distribution list, booking list, delivery challan, labels/labeling charges on the packing etc. for the Distributors/Agents to whom supply would be sent by air including air Charges up to destinations							
4.	.Packing with strong Kraft paper (80 GSM or above) and gum, fevicol for Distributors/Agents whom copies would he sent by Registered book Post/speed Post/ courier including all postal/Courier charges.							
5.	Packing with new polythene bags good quality (60 micron or above) and twines gum, fevicol, including cost of paper/printing and preparation of delivery challan distribution list labels, plus labeling charges on the packets and booking list for distributors etc. to whom the supply would be sent by Rail/Road/Transportation including all freight charges to distributors/Agents located at distance as under:- -do- (i) Local distributor in and surrounding area upto 50Kms from the border of Delhi/New Delhi							
	-do- (ii) From 51 Kms to 300 Kms							
	-do- (iii) From 301 Kms to 1000 Kms							
	-do- (iv) From 1001 Kms to 1500 Kms							
	-do- (v) From 1501 Kms to 2000 Kms							
	-do- (vi) From 2001 Kms to 5500 Kms and above (in India)							

Opening of the Financial Bid: Quotations of only those tenderers who successfully qualify the technical bid shall be opened on a date and time intimated to them by this office in writing. The tenderer or his authorized representative may be present at the time of the opening of the financial bid.

6) **Earnest Money:** Every tenderer must enclose with the Technical Quotation earnest money for Rs.50000/- (Rupees fifty thousand only) in the form of a Demand Draft of a Scheduled Bank payable in favour of Additional Director General (Incharge), Employment News, New Delhi and payable at Delhi/New Delhi. A tender/quotation without a demand draft of the above amount shall be summarily rejected. The Earnest Money of successful tenderer will be returned on receipt of Performance Security deposit and signing of agreement. The Earnest Money of the remaining Tenderer shall be returned on finalization of the tender process. However, the Earnest Money deposited by the tenderer shall be forfeited by this Office in the following circumstances:-

- (i) if tender is modified in a manner not acceptable to this Office; or
- (ii) in case of a tenderer whose tender has been accepted in financial bid fails to furnish Performance Security deposit within seven days from the date of intimation of award of contract to him; or
- (iii) if false document is submitted with the quotation.

The Earnest Money will be returned to the tenderer on finalization of the tender. The Earnest Money of successful tenderer will be returned on receipt of security deposit and signing of the agreement.

(7) **Performance Security:-** The successful tenderer shall have to submit a security deposit to the tune of Rs.10,00,000/- (Rupees ten lakh only) for a period of 30 months in the form of either a Fixed Deposit Receipt of a Scheduled Bank or a National Savings Certificate or a Bank Guarantee duly pledged in favour of the Additional Director General (Incharge) Publications Division, New Delhi within seven days of intimation of awarding of the contract. The security deposit will be refunded to him after completion of all contractual obligations of the tenderer.

(8) **Insurance:-** The contractor shall have to furnish all risks insurance policy of Rs.10,00,000/- (Rupees ten lakh only) covering risk against fire, theft, riots, burglary, local disturbances, etc. for entire period of contract (including extended period of contract, if any) to cover the cost of printed copies of the Journals from the point of lifting it from the premises of the printing press till final dispatch and delivery to all destinations.

(9) **Written Contract:-** The successful tenderer shall have to enter into a written contract with the Additional Director General (Incharge) Publications Division, New Delhi for observance of the terms and conditions of the said contract which will remain valid for a **period of two years** from the date of award of contract, which may be extended on existing terms and conditions for a maximum period **of one year. However, extension will be given for six months in one go which may be further extended for another six months subject to satisfactory performance and mutual consent.**

- (10) **Undertaking :-** At the time of submission of tender the tenderer shall furnish an undertaking to comply with all the terms and conditions of the tender in the Proforma enclosed with this Tender.
- (11) **Documents to be furnished alongwith the Bid:** The tenderer must submit the following documents along with his tender. Tender not accompanying any or all of the following documents shall be out rightly rejected:-

(i) Technical Bid:-

- (i) Attested copy of RC of transport vehicles in the name of the tenderer
- (ii) Attested copy of Proof of Storage Space in the name of the tenderer
- (iii) PAN Card number of the Tenderer
- (iv) Attested copy of Income Tax Return for the last three years
- (v) Attested copy of proof of number of manpower employed (PF / ESI declarations)
- (vi) Attested copy of Experience Certificate from Government/PSUs or reputed private publishers in Delhi/New Delhi.
- (vii) Demand Draft for Rs.50,000/(Rupees Fifty thousand only)
- (viii) Tender Purchase Receipt (in Original) or a Demand Draft for Rs.1000/- (Rupees one thousand only) from a Scheduled Bank payable in favour of Additional Director General(Incharge), Employment News, New Delhi payable at Delhi/New Delhi.
- (ix) Sample of all wrapping and packing materials purported to be used.
- (x) An affidavit duly attested by the Notary Public to the effect that he has not been black listed by any Central/State Government Department/Office.

(ii) Financial Bid :-

Duly filled financial bid as prescribed in para (5) above should be submitted.. No cutting, erasing or overwriting in the bid shall be allowed. The tenderer or his authorized representative must sign on the quotation

(II) General Provisions

- (i) The contractor shall follow all instructions of the Business Manager (Circulation) or any officer so authorized by him from time to time.
- (ii) The contractor shall be fully responsible to provide 100% waterproof cover to the copies from the point of lifting the printed copies of the Journals from the printing press till final dispatch/delivery to the dealers, individual subscribers and all other consignees.
- (iii) The contractor shall not without prior written consent of the Additional Director General (Incharge) directly or indirectly assign/transfer or otherwise any or all part with the benefit of the agreement or any part thereof.
- (iv) The Contractor shall ensure that in no circumstances shall insert any hand bill, leaflet, pamphlet or any other unauthorized material in the Journals.

- (v) For proof of dispatch the following document shall be considered valid:-
- (a) Dispatch through Rail : Railway Receipt or any other Receipt prescribed by the Railways
 - (b) Dispatch through Airways: Receipt issued by the Airline.
 - (c) Dispatch through Postal Service – Receipt issued by the post office.
 - (d) Dispatch through road/transport/courier: Receipt issued by the respective agency.
- (vi) **The contractor shall be responsible for delivery proof of all copies supplied to all authorised distributors/agents by road/transport/rail/air/byhand or any other modes. In respect of supply to individual subscribers by post dispatch proof from the postal authorities shall be produced along with the bills.**

(vi) On submission of bills on weekly/monthly along with all relevant documents to the satisfaction of the competent authority payment will be made within sixty days from the date of receipt of such bill.

(III) Penal provisions

(1) **For delay in transportation and delivery of Journals:** If the contractor fails to lift the printed copies of the Journals from the press and ultimately delay in transporting and delivering the same to the distributors he shall be liable for penalty by way of deductions of amount payable to him for his services from the bill of the particular issue of the Journal so delayed. The percentage of deduction shall be proportionate to the number of copies of the Journals so delayed and to the following extent:-

(i) <u>Period of delay (in number of days)</u>	<u>Percentage of deduction</u>
For 1 to 2 days	Twenty percent
For 3 days	Twenty five percent
For 4 days	Fifty percent
For 5 days	Seventy Five percent
Above 5 days	One Hundred percent.

However, there is consecutive delay in three issues in lifting, dispatch and delivery of the printed issue of the Journals the Additional Director General (Incharge), Employment News, New Delhi reserves the right to terminate the contract without assigning any reason thereof.

(ii) **For breach of any of the provisions of the Contract:-** If during the entire period of the contract (including the extended period) the contractor fails to comply any or all of the essential provisions of the contract or have procured the tender by furnishing false information/documents or does not possess the requisite storage space or vehicles or man power or materials or not keeps insurance coverage alive to cover the total value of the printed Journals lifted from the premises of the printer he shall be liable to forfeiture of the Performance Security so deposited or the amount so determined by the Additional Director General (Incharge) Publications Division.

(IV) Cancellation of the Contract

The Additional Director General (Incharge) Publications Division reserves the right to terminate the contract at any time during the currency of the contract by giving one month's written notice to the contractor in advance without assigning any reason and by seven days notice, if, in the opinion of him the contractor does not carry out the work efficiently or commits any breach or does not observe the above terms or becomes insolvent. The decision of the Additional Director General (Incharge) , Employment News, in all these matters shall be final and binding.

(V)Arbitrations and Civil court Jurisdiction for dispatch Agreements:-

- (i) All disputes and differences or any questions arising out of any clause of the agreement, whatsoever, shall be referred to the International Centre for Alternative Dispute Resolution, Plot No.6, Vasant Kunj Institutional Area, Phase-II, New Delhi-110070 and its decision shall be final and binding on both parties.
- (ii) The arbitrator shall be deemed to have entered on the reference on the date he issues notice to both the parties fixing the date of hearing.
- (iii) The arbitrator may, with the consent of both the parties to the contract, enlarge the time for making the award. The arbitrator, if he so desires, may refer the case to court for decision and award. However, court proceedings may not be entered into unless arbitrator so desires.
- (iv) All court cases arising out of dispute relating to the tender or any or all of the contract shall be filed in the court of appropriate jurisdiction in Delhi/New Delhi only.

(vi) Opening and closing dates of the Tender

- (i) Opening Date of the Tender : 10.00 AM on 28.01.2010
- (ii) Closing Date of the Tender : 2.00 PM on 26.02.2010.

(VII) Disqualifications

A person blacklisted or declared defaulter by any Government Department shall not be eligible for filing the quotations.

UNDERTAKING AND ACCEPTANCE

Ref. Advertisement published in _____
(Newspaper) on _____

Sub. Submission of rate quotation for lifting, packing, forwarding and dispatch of copies of **EMPLOYEMNT NEWS/ROZGAR SAMACHAR.**

1. I/We have read and fully understood the terms and conditions provided in tender form with the schedule of tender and do hereby convey our acceptance in full.
2. The rate quoted by me/us will be valid for the period of two years from the date of assigning the contract.
3. I/We hereby offer to undertake the entire job (i) printing/preparation of materials required in connection with packing, forwarding and dispatch of copies of employment News in English and Rozgar Samachar in Hindi and Urdu, (ii) lifting of the copies physically within four hours of their printing/bundling in the press, (iii) packing of copies as per mailing list or as instructed by the Director (EN) (iv) dispatch of copies by rail, air, Post or any other mode or transportation to various destination all over the country within 12 hours of receiving the copies from the press as detailed in the schedule appended hereto.
4. I/we are fully responsible to furnish the details of dispatch daily.
5. I/We fully agree to compensate the Government of any loss/damage that may occur to the Government due to non-fulfillment of any obligation as per terms and conditions of the contact.
6. Any dispute arising out of this contract, I/We fully agree to abide and bound by the decision of the Director (EN) / Administrator.
7. I/We agree to tender a Security Deposit of Rs. 10, 00,000/- (Rupees Ten Lakhs only) by way of CDR/FDR of any Nationalized Bank/National Saving Certificates duly pledged in favor of the President of India through the Director, Publications Division (Employment News), New Delhi which will stand forfeited in the event of non-fulfillment of the contract.

8. I/We are enclosing a bank draft of Rs. _____ as earnest money.

Date _____

Place _____

Signature of tenderer _____

Address _____

Residential address of the tenderer _____

Seal of the organization _____

Place _____

Date _____

Signature of Tenderer

Signature of the witness with Name, Address and Telephone Nos.

1.

2.

3.

Employment News /Rozgar Samachar
(Publications Division)
Ministry of Information & Broadcasting
East Block-IV, level-V, R.K. Puram New Delhi-110066.

Subject: - Invitation to bid for transportation, packing, forwarding and dispatch, delivery of the copies of weekly Employment News/Rozgar Samachar, Journals.

For and behalf of the President of India, the Publications Divisions invites sealed tenders from reputed dispatch contractors having at least 3 years experience in the transportation and dispatch including stacking, packing of newspapers for dispatch of Employment News/Rozgar Samachar, a weekly journal with a circulation of around **3 to 8 laksh and above**. The applicants must be capable for lifting the entire stock from the printing press (around 1 lakh to 1.50 lakh copies per day) on the day of printing, transporting it to his godown, repacking with polythene bags labeling and again transporting it for dispatch all over India through railway/post/registered post/airlines/road/transport/by hand/local supply or any other mode on the same day and deliver the copies to all destinations within prescribed time schedule as per instructions issued by this office from time to time. **The contractor is fully responsible to supply/deliver the copies to all the destinations by any required mode, by paying freight/postal/ courier charges etc., the copies to all the destinations on their own expenses.**

The parties who have their registered office and adequate working space (not less than 500sq.ft) at Delhi/New Delhi, sufficient man-power as well as vehicles and other infrastructure available with them so as to be capable of handling the work may submit their both bids/quotations along with the **documentary proof of** (i) Ownership/ possession of working place and total area of space available (ii) Number of permanent/temporary workers (iii) number of vehicles with registration numbers (owner on contract and in letter case the duration till which the contract is valid) (iv) Photocopy of PAN Card (v) Work experience.

Sale Agent of Employment News/Rozgar Samachar. Their family members, associates or partners as well as those of the proprietors, associates of the firms blacklisted by the Employment News/Rozgar Samachar are debarred from applying.

The tender form shall be issued on depositing Rs. 1000/- by Cash DD (non-refundable) to the office at address given below in the NIT. Interested applicant must being in a position to undertake the above job as per specifications of tender documents. The Tender Documents can also be downloaded from our web-site www.mib.nic.in/www.employmentnews.gov.in/www.publicationsdivision.nic.in. The downloaded Tender Documents must accompany DD or Rs. 1000/-in favor of ADG (I/c) Employment News, New Delhi .The quotation be submitted in three separate sealed envelopes scribing.

(1) Technical Bid (2) Financial Bid (3) Earnest Money.

Earnest Money of Rs. 50,000/- (Rupees fifty thousand only) is to be given in the form of Demand Draft only, favoring **ADG (I/c) Employment News, Ministry of Information & Broadcasting, Government of India, payable at New Delhi. Tender Form shall be duly filled up and signed by the applicant.**

The Technical and Financial quotations along with the earnest money must reach the Director, Employment News/Rozgar Samachar, Publications Division, East Block- IV Level-5 R.K. Puram New Delhi 110066, **on or before 03.03.2010 upto 2.00 P.M.** Please note that the quotation received after the due date and time and without the earnest money will not be considered at all

The Technical Quotation /Bid will be opened on the same day at 3.00 p.m.on 03.03.2010 the authorized representative of the tenderers may be present if they so desire at the time of opening of the Technical Bid. Financial bids of only eligible bidders would be opened later on. The date of opening the financial quotation will be informed to the qualified/eligible applicant/bidder later on. The Assessment/Screening Committee shall assess the capacity/capability and otherwise the suitability of the firm to undertake the job. The decision of the selection committee shall be final. For detailed description please see the Tender Documents to visit our site [www.mib.nic.in/www.employmentnews.gov.in/
www.publicationsdivision.nic.in](http://www.mib.nic.in/www.employmentnews.gov.in/www.publicationsdivision.nic.in).

Director (Employment News)

NOTICE INVITING TENDER

EMPLOYMENT NEWS (PUBLICATIONS DIVISION)

No.EN-52011/5/2009-2010/Prod

Dt : 04.02.2010

Subject: Invitation to bid for loading, unloading, stacking, clearing, forwarding and transportation of newsprint for Employment News/Rozgar Samachar.

On behalf of the President of India the Additional Director General (In Charge), Publications Division invites sealed tenders in the prescribed bid-form, from reputed and established transport agencies based in Delhi / NCR. The transport contractor will be required to unload about 250 to 450 metric tons of newsprint reels per month from incoming trucks, in our Godown at our storage point in Delhi / NCR (presently at Kirti Nagar, New Delhi). The transport contractor will also be required to transport about 250 to 450 metric tons of newsprint reels per month from the said godown to our contracted printing press in Delhi / NCR (presently at Bara Khamba Road, New Delhi).

Interested parties who can undertake the above specified work regularly on day-to-day basis, and who fulfill the following eligibility conditions, may send their quotations under 'two bid system', for an initial contract of one year (extendable for a period of one year on mutual satisfaction).

2. Eligibility Conditions:

- i) The tenderer must have minimum five trucks (9 MT capacity) of his own.
- ii) The tenderer must have sufficient experienced labour and equipments for loading/unloading of newsprint reels without damage to the reels with tarpaulin cover etc. with each truck for protection from rains or other natural hazards.
- iii) The tenderer must have minimum 5 years experience in the field with any Govt./Semi-Govt. organization / newspapers of wide circulation.

Interested parties may download the Tender document, terms & Conditions and form of quotations etc. from the website www.mib.nic.in. In that case the tenderer shall have to submit a D.D for Rs. 1000/- (Rs. One thousand only) payable in favour of Director, Employment News, New Delhi. Tenders may also be purchased on any working day from the following address by depositing the cost of tender of Rs.1000/- (one thousand only) for one set of complete tender document :

ACCOUNTS OFFICER

Employment News, East Block – IV, Level -5, R.K. Puram, New Delhi – 110066.
Phone No. : 26182079

Interested parties may submit their sealed quotation under 'two-bid' system (as specified in tender) along with an Earnest Money Deposit of Rs.50,000/- (rupees fifty thousand only) in the form of Demand Draft favouring Director, Employment News, New Delhi so as to reach the following address latest by 08.03.2010 (3.00 P.M.). The words "Quotation for local transportation of newsprint - last date 08.03.2010 (3.00 p.m.)" should be super-scribed on top of the sealed cover.

DEPUTY DIRECTOR (ADMINISTRATION)

Employment News, East Block – IV, Level -5, R.K. Puram, New Delhi – 110066.
Phone No. : 26163055

For detailed description please refer to our Tender Notice or visit our website www.mib.nic.in. Please note that the quotations received after the due date and time and without the Earnest Money and the specified cost of tender will not be considered at all. The decision of the Competent Authority shall be final.

(RAJESH K. JHA)
Director & Chief Editor
For & on behalf of the President of India

TENDER DOCUMENT

EMPLOYMENT NEWS
Publications Division
Ministry of I&B, Govt. of India
East Block IV, Level-5, R.K. Puram
New Delhi-110066

Tender No.EN-52011/5/2009-10/Prod

Dated : 04.02.2010

Subject: Invitation to bid for loading, unloading, stacking, clearing, forwarding and transportation of newsprint for Employment News/Rozgar Samachar.

1. DESCRIPTION:

Sealed quotations are invited from established Delhi / NCR based transport contractors possessing minimum 5 trucks of 9 MT capacity each registered in his / firm's name and having at least five years experience of handling newsprint reels of 32" width weighing 500 kgs each (approx.) without causing cognizable damages for loading/unloading, clearing, forwarding and local transportation of newsprint to or from any railway station/ godown/ printing press in Delhi / NCR, for a period of one year w.e.f. the date of award of the contract, extendable by one year on mutual satisfaction. Interested parties are requested to quote their rates in the attached proforma "FORM OF QUOTATIONS" in a legible manner. No cuttings or corrections are allowed.

Employment News receives truck loads (about 250 to 450 metric tons) per month of said newsprint from different newsprint producing mills within the country. The transporter will be required to unload this newsprint immediately in our designated storage point at Central Warehousing Corporation, at Kirti Nagar, New Delhi or at any other place in Delhi/NCR as notified to the transporter in advance.

Employment News supplies 250 to 450 Metric Tons newsprint reels per month to the printing press on daily basis as per actual requirement. The contractor will be responsible to load the newsprint reels in trucks from godown with proper challans with reel numbers and weight for day-to-day transportation to the press and to unload the reels in the press premises and thereafter submit the receipted challans to this office. If newsprint is received by railway wagons, the contractor will have to take delivery of Newsprint at Railway Station Railway yard after scrutinizing the reels for any damages and deposit the same at CWC Godown or any other Godown to be specified by Employment News. The nature of damages on newsprint are to be clearly mentioned in the document like GR/RR for getting claims from the Insurance/Railways. The tenderer will be required to stack these reels properly in CWC godown or any other Godown as the case may be (in 2/3 heights as per requirement) and submit the receipted documents after deposit with the office of Employment News on the same day.

2. ESSENTIAL CONDITIONS:

- i) The tenderer must have minimum five trucks (of each truck having 9 MT capacity) registered in his / firm's name. Proof of ownership i.e. attested copy of registration Certificate issued by the Transport Authority must be attached with the tender.
- ii) The tenderer must have sufficient manpower to record receipt of actual quantity of newsprint in good condition on receipt thereof from the Mill and for loading/unloading of newsprint reels with all pre-requisites like tarpaulin cover with each truck for protection from rains or other natural hazards. He must also have telephone(s) at office and residence etc.
- iii) The tenderer must have minimum 5 years experience in respect of transportation/clearing, from Govt./Semi-Govt. organization/reputed newspapers of wide circulation etc. Certificates / proof thereof will have to be attached.
- iv) Attested copies of latest Income-tax Returns for the past 3 years i.e. 2006-07, 2007-08 & 2008-09 to be attached.

- v) An EMD in the form of a Demand Draft from a Scheduled Bank for Rs.50,000/- (rupees fifty thousand only) payable in favour of Director, Employment News, New Delhi and payable in Delhi / New Delhi.
- vi) A Demand Draft from a scheduled bank for Rs. 1000 (Rs. One Thousand only) payable in favour of Director, Employment News, New Delhi and payable in Delhi/ New Delhi in cases where the form has been downloaded from our website.
- vii) Original Receipt of purchase of tender document (in case tender document is purchased from the office of Employment News).

3. EARNEST MONEY DEPOSIT :

- i) The Earnest money of unsuccessful tenderer will be returned on finalization of the tender.
- ii) The Earnest money of successful tenderer will be returned on receipt of security deposit.
- iii) The Earnest Money deposited by the tenderer shall be forfeited by this Organization in the following circumstances :
 - a) If tender is modified in a manner not acceptable to this organization.
 - b) If tenderer, whose tender has been accepted, fails to furnish security deposit within 15 days of intimation of award of the contract.
 - c) If false documents are submitted with the quotation.

4. SECURITY DEPOSIT: The successful tenderer will have to submit a Performance Security Deposit of Rs.2,00,000/- (Rupees two lakhs only) in the form of Fixed Deposit Receipt of a Scheduled Bank or National Savings Certificates, duly pledged in favour of the Director, Employment News, New Delhi, within 15 days of intimation of award of contract. The Security Deposit will be returned after the expiry of the contract period and all the Government dues are cleared by the contractor and on successful completion of the contract period.

5. INSURANCE POLICY : The successful tenderer at his own cost will have to submit an insurance policy of Rs.40,00,000/- (rupees forty lakhs only) from an Insurance Company engaged in the business of General Insurance as authorized by the Insurance Regulatory Development Act (IRDA Act), favouring the Additional Director General (i/c), Publications Division, New Delhi, from godown to the printing press to cover the cost of newsprint for the entire period of contract (including extended period, if any) against fire, theft, burglary, accidents and all other natural calamities. The contractor shall be absolved of his responsibility of the insurance policy on successful completion of the contract.

6. PERIOD OF CONTRACT: The contract will remain valid for a period of one year from the date of award of contract, which may be extended on existing terms and conditions for one year on mutual consent subject to satisfactory performance.

7. INCREASE / DECREASE OF RATES IN CASE OF GOVERNMENT ANNOUNCEMENTS : This office shall allow an annual increase of 5 (five) percent on overall rates (excluding Service Tax and other Taxes) for the second year (in case of extension of contract). No other revision of rates shall be permissible at any stage during the currency of the contract and under any circumstances.

8. RESPONSIBILITY OF THE CONTRACTOR : It will be the responsibility of the contractor to: -

- i) Take delivery of the newsprint received from the supplier of the said newsprint at railway station / Railway Yard or designated godown and get the same stored in the designated godown, record the actual quantity received in good condition or otherwise and keep a record thereof for further submission to Employment News.
- ii) Loading/Unloading, clearing, forwarding, transportation of the newsprint from godown to printing press and vice versa
- iii) Safe transportation of newsprint to and from godown to printing press free from any damages whatsoever from rain, theft, fire, pilferage or for any other reason.
- iv) Get the proof of delivery of quantity of newsprint in safe and good condition from the printing press or godown as the case may be.

- v) Submit the bill in time alongwith documentary proof in all respects in support of the bill claimed.
- vi) The successful tenderer after he has deposited security deposit will be designated as Contractor and will be held responsible for any cognizable damage to newsprint reels due to rough handling in loading and unloading and in transit.

9. OTHER CONDITIONS:

- i) It should be noted that the rates quoted other than those given in the enclosed proforma will not be considered valid. Quoted rates shall be legible without corrections/overwriting.
- ii) The Department shall pay to the tenderer Service Tax/Entry Tax levied by the Central/State Govt. on actual basis over and above the quoted rates.
- iii) **Interested Transporters who are in a position to undertake this job may please quote their rates in the prescribed form (enclosed) and send the quotations complete in all respects in a sealed cover super-scribing "Quotations for Transportation of Newsprint for Employment News, Last Date: 08.03.2010" addressed to the Deputy Director (Administration), Employment News, East Block IV, Level 5, R.K. Puram, New Delhi-110 066, by registered post or by hand at the above address so as to reach this office on or before 3.00 P.M. on 08.03.2010. This organization shall not be responsible for delayed receipt of tender through Dak and under no circumstances tender received after specified time and date shall be entertained for consideration.**
- iv) **The tenders will be opened on the same day i.e. on 08.03.2010 at 3.30 PM. The authorized representative of tenderer may be present if they so desire at the time of opening of the tenders.**

NOTE :

- a) This office will not be responsible for the loss of tender form or delay in postal transit.
- b) Tenderer is advised in his own interest to ensure that his offer reaches this office well before closing date and time of the tender as the offers received after the closing date and time will not be considered.

10. CONTRACT : The successful bidder shall have to enter into a contract with the Additional Director General (I/C), Publications Division within 30 days from the date of receipt of the communication of award of Tender. The contract shall be valid upto sixty days after the expiry of contract period (including the extended period as mentioned in para 6 above).

11. PENALTY FOR BREACH OF ANY PROVISIONS OF CONTRACT: If during the entire period of contract (including the extended period) the contractor fails to comply any or all of the provisions of the contract or have procured the tender by furnishing false information / documents or does not possess the requisite vehicles or man-power or materials or not keeps the insurance coverage alive to cover the total value of the newsprint, the transporter shall be liable to forfeiture of the performance security so deposited or the amount so deemed by the Additional Director General (I/C), Publications Division.

12. CANCELLATION OF THE CONTRACT : The Additional Director General (I/C), Publications Division reserves the right to terminate the contract at any time during the currency of the contract by giving one month's written notice to the contractor in advance without assigning any reason and by seven days' notice, if, in the opinion of her/him the contractor does not carry out the work efficiently or commits any breach or does not observe the above terms or becomes insolvent. The decision of the Additional Director General (I/C), Publications Division in all these matters shall be final and binding.

13. ARBITRATIONS AND CIVIL COURT JURISDICTION FOR TRANSPORTATION CONTRACT :

- All disputes and differences or any questions arising out of any clause of the agreement whatsoever, shall be referred to the International Centre for Alternative Dispute Resolution, Plot No.6, Vasant Kunj Institutional Area, Phase – II, New Delhi 110 070, and its decision shall be final and binding on both parties.

- The arbitrator shall be deemed to have entered on the reference on the date he issues notice to both the parties fixing the date of hearing.
- The arbitrator may, with the consent of both the parties to the contract, enlarge the time for making the award. The arbitrator, if he so desires, may refer the case to court for decision and award. However, the Court proceedings may not be entered into unless arbitrator so desires.
- All court cases arising out of the disputes relating to the tender or any or all of the contract shall be filed in the Court of appropriate jurisdiction in Delhi / New Delhi only.

FORM OF QUOTATION

Quotation for loading, unloading, stacking, clearing, forwarding and transportation of newsprint reels for Employment News, Ministry of I&B, Government of India, New Delhi for a period of one year (extendable by one year).

S.No.	Description of work	Rates per Metric Ton (In figures and words)
1.	All inclusive rate per Metric Ton for unloading and stacking in any godown / press / any other place in Delhi / NCR.	Rs._____ (Rupees_____).
2.	All inclusive rate per Metric ton per kilometer for loading, transportation and unloading newsprint reels at printer's premises / any godown / any other place in Delhi / NCR.	Rs._____ (In words rupees _____).
3.	All inclusive rate per Metric Ton per Kilometre for clearing, loading, transporting / unloading and stacking reels from any railway station in Delhi / NCR to any godown / printing press / any other place in Delhi / NCR.	Rs._____ (In words rupees _____).

NOTE :

Service Tax shall be paid at the rate applicable on the relevant date. Octroi / Toll Tax shall be paid on actual basis on production of proof thereof.

(Name and Designation of signing authority with stamp)

Date _____

PARTICULARS OF THE TENDERING FIRM

a) Whether the firm is registered as a Sole Proprietorship / Partnership / Company (Limited or Public).	
b) Whether signing as Sole Proprietor/ Partner / Director / Manager / Secretary	
c) Number of trucks and load carrying capacity of each truck under ownership of the tenderer along with permissible loading capacity of each truck. Please enclose attested copy of Registration Certificate of the trucks issued by the Transport Authority.	
d) Whether the tenderer has at least 5 years experience of handling newsprint reels with 32 inch width weighing approx. 500 Kgs. each Attested copy of experience certificate from Govt. / Semi-Govt Organization / reputed newspapers be attached.	
e) Whether the tenderer has facility of forklift for loading and unloading newsprint reels. Please give details.	

1. Complete office address of the bidder with phone/mobile numbers:

Signature
(Name and Designation of Signing Authority with stamp)

Date _____

**Employment News/Rozgar Samachar
(Publications Division)
Ministry of Information & Broadcasting
Government of India**

East Block-IV, Level-V, R.K.Puram, New Delhi-110066

No. 47012/46/09-10/EN/Cir

Dated: 22.01.2010

To
M/s _____

Subject: Invitation to bid for transportation, packing, forwarding and dispatch, delivery of the copies of weekly Employment News/Rozgar Samachar, Journals.

On behalf of the President of India, sealed tenders are invited by the Additional Director General(I/c) Publications Division for distributions of weekly magazines Employment News (English) and Rozgar Samachar (Hindi & Urdu) from the established Dispatch Contractors based in Delhi/New Delhi having at least three years experience in packing, forwarding, stacking, dispatch and delivery of the copies of News Papers/Magazines. This is a two bid quotation i.e (i) Technical Bid & (ii) Financial Bid. Interested parties are requested to submit his quotations (Technical as well as Financial) along with an earnest Money of Rs. 50,000/- (Rupees fifty thousand only) in the form of Demand Draft only of a Scheduled Bank in favour of Additional Director General(I/c), Publications Division, Ministry of Information & Broadcasting, New Delhi-110066 (hereinafter referred to as Additional Director General (I/c)), and required documentary proofs etc., under three separate sealed covers super scribing **(I) Technical Quotation/Bid For Dispatch Contract of Employment News/Rozgar Samachar(II) Financial Quotation/Bid for Dispatch Contract of Employment News/Rozgar Samachar (III) Earnest money for dispatch work of EN/RS**, so as to reach the Director, Employment News, East Block-IV, Level-V, R.K. Puram, New Delhi-110066 **Latest by 15.02.2010 upto 2.00P.M** The Tender document can be purchased on a nonrefundable amount of **Rs.1000/- (rupees one thousand only)** by Cash or through a Demand Draft payable in favour of **Additional Director General (Incharge) Employment News, New Delhi between 10.00 AM to 4.00 PM on all working days i.e. Monday to Friday from the Accounts Officer, Employment News, East Block-4, Level-5, R.K. Puram New Delhi from 28.01.2010 to 12.02.2010.** The tender document can also be downloaded from our official website www.mib.nic.in/www.employmentnews.gov.in/www.publicationsdivision.nic.in. In case the tender document has been downloaded from our web-site the downloaded tender document must accompany a nonrefundable demand draft of a Scheduled Bank for Rs. 1000/- (Rupees one thousand only) in favour of Additional Director General (I/c), Publications Division, Ministry of I&B, New Delhi.

The Technical Bid/Tender will be opened on the same day i.e. at 3.00 PM on 15.02.2010. The tenderer or his authorised representative may be present, if they so desire, at the time of opening of the tender. The Tender Committee will assess the capacity, capability and otherwise the suitability of the firms to undertake the job. The Financial Bid of only those parties who fulfils all the essential criteria and produce the documents required for Technical Bid, shall be opened. The Financial Bid/Quotation will be opened under prior intimation of date, time and venue to the

qualified/eligible tenderer/bidder. The decision of the Tender Committee shall be final and binding.

Opening date for purchase of Tender document: 28.01.2010

Closing date for purchase of tender document : 12.02.2010

Please note that under any circumstances tenders received after the specified time and date and without a Demand Draft for Earnest Money will not be considered.

For detailed descriptions please see the Tender Documents or visit our website www.mib.nic.in/www.employmentnews.gov.in/www.publicationsdivision.nic.in.

Yours faithfully,

(BUSINESS MANAGER)

**EMPLOYMENT NEWS/ROZGAR SAMACHAR
PUBLICATIONS DIVISION
MINISTRY OF INFORMATION & BROADCASTING
GOVERNMENT OF INDIA
EAST BLOCK-IV, LEVEL-5, R.K. PURAM, NEW DELHI-110066.**

File. No. 47011/46/09-10/EN/Cir

Dated: - 22.01.2010

Description

On behalf of the President of India sealed quotations are invited from established from Delhi/New Delhi based dispatch contractors having minimum three years experience in packing, forwarding, dispatch work in journals/newspapers. The contractor shall have to lift printed copies of our weekly journal (1) Employment News (in English) (2) Rozgar Samachar (in Hindi) and (3) Rozgar Samachar (in Urdu) (hereinafter called collectively as Journals) from the premises of printing Press in and around Delhi/New Delhi, to their godown on daily basis for transportation and distribution to our distributors (approximately 400), individual subscribers and others throughout India. The Printing Press may be in Delhi/New Delhi or surrounding area of Delhi/New Delhi upto 50 Kms from the border of Delhi/New Delhi. The Journal comprises normally of 32-64 pages and occasionally may be 80-96 pages and above. The total number of printed copies of a particular issue of the Journals may be ranging from 3 to 8 lakh and the contractor shall be required to lift approximately 1 lakh to 1.50 lakhs copies of the Journals per day for dispatch and distribution.

This is a two bid quotation i.e (i) Technical Bid & (ii) Financial Bid. If you are in a position to undertake the above job on regular basis as per enclosed specification, please submit your both quotations along with an earnest Money of Rs. 50,000/- (Rupees fifty thousand only) in the form of Demand Draft only of a Scheduled Bank in favour of Additional Director General(I/c), Publications Division, Ministry of Information & Broadcasting, New Delhi-110066 (hereinafter referred to as Additional Director General (I/c)), and required documentary proofs etc., under three separate sealed covers superscribing **(I) Technical Quotation/Bid For Despatch Contract of Employment News/Rozgar Samachar(II) Financial Quotation/Bid for Dispatch Contract of Employment News/Rozgar Samachar (III) Earnest money for dispatch work of EN/RS**, so as to reach the Director, Employment News, East Block-IV, Level-V, R.K.Puram, New Delhi-110066 **Latest by 15.02.2010 upto 2.00 P.M.. The Tender document can be purchased on payment of Rs.1000/- (rupees one thousand only) by Cash or through a Demand Draft payable in favour of Additional Director General (Incharge) Employment News, New Delhi between 10.00 AM to 4.00 PM on all working days i.e. Monday to Friday from the Accounts Officer, Employment News, East Block-4, Level-5, R.K. Puram New Delhi from 28.01.2010 to 12.02.2010. WWW.employmentnews.gov.in. In case the tender document has been downloaded from our web-site the downloaded tender document must accompany a nonrefundable demand draft of a Scheduled Bank for Rs. 1000/- (Rupees one thousand only) in favour of Additional Director General (I/c), Publications Division, Ministry of I&B, New Delhi.**

The tenderer or his authorised representative may be present, if they so desire, at the time of opening of the tender.

The contract shall be valid for a period of two years from the date of signing of the contract and shall be renewable on the same terms and conditions for one more year at the discretion of the Additional Director General (I/c).

The Technical Bid will be opened at 3.00 P.M. on 15.02.2010. Tenderer or his authorized representative may be present at the time of the opening of the Technical Bid.

(I) Essential Conditions of the Job

(1) **Facilities to perform the Job:** -The contractor must have the following facilities to undertake the job:-

(a) A godown of not less than 500 (five hundred) Sqr. Ft. in size in the name of the contractor on freehold or leasehold or rent basis from the date of advertisement of this Tender Notice for not less than two years or the last date of extension of the contract whichever is later.

(b) Adequate number of motorized vehicles and manpower to undertake the job. The registration of vehicles must be in the name of the tenderer.

(c) The tenderer must be of sound financial health .

(d) Must not be black listed by any Central/State Government/Offices.

(2) **Jobs to be performed:** The tenderer shall have to perform the following duties as per instructions of the Business Manager (Circulation) in Employment News or any other officer so authorized by him, namely :-

- (i) Procurement of a copy of Print Order for the Press for printing of the Journals from the office of Employment News, located at East Block-IV, Level-V, R.K. Puram, New Delhi on weekly basis;
- (ii) Procure a copy of Dispatch Order from this Office for mailing and distribution of the Journals to Dealers/Individual Subscribers, on daily basis.
- (iii) Count and procure the printed copy of the Journals from the printing press on daily basis and keep a record thereof for reporting to this office;
- (iv) To obtain delivery challan of the Journals from the printing press on daily basis
- (v) To transport the printed copies of the Journals so procured from the printing press to his godown;
- (vi) To prepare printed copy of distributors/subscribers/consignees addresses as per direction of the Business Manager (Advt.) or a person so authorized by him;
- (vii) To make individual set of the journals page-wise, make bundles of requisite copies as per mailing requirements, packing, re-packing, bundling, re-bundling, pasting of address of the distributors/individual subscribers thereon or any other job as directed by the Business Manager (Advt.) or other officer so authorized by him;
- (viii) Transporting and dispatching of the Journals to various destinations i.e. to distributions/individual subscribers or any other destination as directed by the Business Manager(Circulation) or a person so authorized by him through rail/road/airways/postal services/courier/transport/local transport or any other means of transport. This includes transportation of Journals from the dispatch contractor's godown to the transport stations of these mode of transport.

- (ix) To obtain receipt of transport documents from the transport authorities railways/roadways/airways/postal/transport agencies, etc. and send it to the respective distributors.
- (x) To obtain proof of delivery of all copies from the consignee distributors.
- (xi) To submit bills for payment along with proof in respect of works (i) to (x) from the concerned source to the Business Manager (Circulation) in Employment News for payment.
- (3) **Packaging Materials**:- The tenderer contractor shall always have in stock adequate qty. of packaging materials in the form of new and good quality polythene bags of not less than 60-microns and kraft papers of 80 GSM or above, good quality twines/gums, plastic woven bags, etc.

(4)Delivery Schedule:- The time schedule for lifting, packing, re-packing, bundling, re-bundling, dispatching & delivery of printed copies of Journals to destinations (from the time the copies of Journals are ready for lifting from the printing press and to delivery to final destinations i.e. distributors, individual subscribers or any other destination as directed by the Business Manager(Circulation) or a person so authorized by him) shall be as follows:-

- (i) Delhi/New Delhi and surrounding areas upto 50 KMs from the boarder of Delhi(NCR) Within twenty four hours
- (ii) From 51 KMs of Delhi (NCR) Boarder to 300 KMs Within thirty six hours
- (iii) From 301 KMs of Delhi (NCR) to 1000 KMs Within forty eight hours
- (iv) From 1001 KMs of Delhi (NCR) to 1500 KMs Within sixty hours
- (v) From 1501 KMs to Delhi (NCR) and above (within India) Within seventy two hrs.

(5)Financial Bid Rates to be Quoted:- The rate should be quoted for per 1000 copies of the Journals. Where the number of copies is less than 1000, rate admissible prorata-percentage of quoted rates. The Financial Bid should contain all charges beginning from lifting of the printed copy of Journals from the printing press till final transportation/delivery to the distributors , individual subscribers, or any other destination as directed by the Business Manager(Circulation) or a person so authorized by him and shall include all incidental and ancillary expenses like transportation, mailing, postal charges, packing, re-packing, labeling, bundling, re-bundling, insurance charges, charges relating to engagement of all kind of man power, expenses on correspondences with the transport authorities or any person or office , damage charges, billing charges, all type of expenses on procurement of orders from this Office, all type of duties and taxes (**excluding Service Tax**), levies, payable to Central/State Governments, Local Bodies, etc. Under no circumstances charges claimed other than those on the basis of rates quoted in the tender shall be allowed to include in the bill for payment. Financial bid should be duly filled in all respect without correction, cutting or overwriting in the manner prescribed below:-.

“Tender for lifting, transportations, packing, forwarding and delivery of the copies of Employment News /Rozgar Samachar to the various destinations including freight charges of the copies of Employment News/Rozgar Samachar.

Tender no. 47011/46/09-10/EN/Cir.

Rates per 1000 copies containing

S. No.	Job Description	Up to 40 Pages	Up to 56 Pages	Up to 64 Pages	Up to 72 Pages	Up to 80 Pages	Up to 96 Pages	Above 96 pages
1.	Charges for lifting, transportation of printed journals from the press located in and around Delhi/New Delhi upto 50 Kms from the border of Delhi/New Delhi to contractor's godown and from there to the various dispatch points such as Railway Stations,Road Transportation booking office, transport stands, Air Port, Post Offices after insertion, of all sections in one copy. Re-bundling, packing including forwarding expenses. The charges would also cover delivery of specified number of copies in the office of Employment News office or any other govt. offices in Delhi and New Delhi.							
2.	Packing with new polythene bags good quality (60 micron or above) and strong Kraft paper (80 GSM or above) and twins gum fevicol, including cost of paper printing and preparation of distribution list, booking list, delivery challan, labels/labeling charges on the packing etc. for the Distributors/Agents to whom supply would be sent by air including air Charges up to destinations							
3	.Packing with strong Kraft paper (80 GSM or above) and gum, fevicol for Distributors/Agents whom copies would he sent by Registered book Post/speed Post/ courier including all postal/Courier charges.							
4.	Packing with new polythene bags good quality (60 micron or above) and twines gum, fevicol, including cost of paper/printing and preparation of delivery challan distribution list labels, plus labeling charges on the packets and booking list for distributors etc. to whom the supply would be sent by Rail/Road/Transportation including all freight charges to distributors/Agents located at distance as under:- -do- (i) Local distributor in and surrounding area upto 50Kms from the border of Delhi/New Delhi							
	-do- (ii) From 51 Kms to 300 Kms							
	-do- (iii) From 301 Kms to 1000 Kms							
	-do- (iv) From 1001 Kms to 1500 Kms							
	-do- (v) From 1501 Kms to 2000 Kms							
	-do- (vi) From 2001 Kms to 5500 Kms and above (in India)							

Opening of the Financial Bid: Quotations of only those tenderers who successfully qualify the technical bid shall be opened on a date and time intimated to them by this office in writing. The tenderer or his authorized representative may be present at the time of the opening of the financial bid.

6) **Earnest Money:** Every tenderer must enclose with the Technical Quotation earnest money for Rs.50000/- (Rupees fifty thousand only) in the form of a Demand Draft of a Scheduled Bank payable in favour of Additional Director General (Incharge), Employment News, New Delhi and payable at Delhi/New Delhi. A tender/quotation without a demand draft of the above amount shall be summarily rejected. The Earnest Money of successful tenderer will be returned on receipt of Performance Security deposit and signing of agreement. The Earnest Money of the remaining Tenderer shall be returned on finalization of the tender process. However, the Earnest Money deposited by the tenderer shall be forfeited by this Office in the following circumstances:-

- (i) if tender is modified in a manner not acceptable to this Office; or
- (ii) in case of a tenderer whose tender has been accepted in financial bid fails to furnish Performance . Security deposit within seven days from the date of intimation of award of contract to him; or
- (iii) if false document is submitted with the quotation.

(7) **Performance Security:-** The successful tenderer shall have to submit a security deposit to the tune of Rs.10/- lakh (Rupees ten lakh only) in the form of either a Fixed Deposit Receipt of a Scheduled Bank or a National Savings Certificate or a Bank Guarantee duly pledged in favour of the Additional Director General (Incharge) Publications Division, New Delhi within seven days of intimation of awarding of the contract. The security deposit will be refunded to him after completion of all contractual obligations of the tenderer.

(8) **Insurance:-** The contractor shall have to furnish all risks insurance policy of Rs.10 lakhs (Rupees ten lakh only) covering risk against fire, theft, riots, burglary, local disturbances, etc. for entire period of contract (including extended period of contract, if any) to cover the cost of printed copies of the Journals from the point of lifting it from the premises of the printing press till final dispatch and delivery to all destinations.

(9) **Written Contract:-** The successful tenderer shall have to enter into a written contract with the Additional Director General (Incharge) Publications Division, New Delhi for observance of the terms and conditions of the said contract which will be valid for the entire period of the contract (including the extended period of contract, if any.).

(10) **Undertaking :-** At the time of submission of tender the tenderer shall furnish an undertaking to comply with all the terms and conditions of the tender in the Proforma enclosed with this Tender.

(11) **Documents to be furnished alongwith the Bid:** The tenderer must submit the following documents along with his tender. Tender not accompanying any or all of the following documents shall be out rightly rejected:-

(i) Technical Bid:-

- (i) Attested copy of RC of transport vehicles in the name of the tenderer
- (ii) Attested copy of Proof of Storage Space in the name of the tenderer
- (iii) PAN Card number of the Tenderer
- (iv) Attested copy of Income Tax Return for the last three years
- (v) Attested copy of proof of number of manpower employed (PF / ESI declarations)
- (vi) Attested copy of Experience Certificate from Government/PSUs or reputed private publishers in Delhi/New Delhi.
- (vii) Demand Draft for Rs.50,000/(Rupees Fifty thousand only)
- (viii) Tender Purchase Receipt (in Original) or a Demand Draft for Rs.1000/- (rupees one thousand only) from a Scheduled Bank payable in favour of Additional Director General(Incharge), Employment News, New Delhi payable at Delhi/New Delhi.
- (ix) Sample of all wrapping and packing materials purported to be used.
- (x) An affidavit duly attested by the Notary Public to the effect that he has not been black listed by any Central/State Government Department/Office.

(ii) Financial Bid :-

Duly filled financial bid as prescribed in para (5) above should be submitted.. No cutting, erasing or overwriting in the bid shall be allowed. The tenderer or his authorized representative must sign on the quotation

(II) General Provisions

- (i) The contractor shall follow all instructions of the Business Manager (Circulation) or any officer so authorized by him from time to time.
- (ii) The contractor shall be fully responsible to provide 100% waterproof cover to the copies from the point of lifting the printed copies of the Journals from the printing press till final dispatch/delivery to the dealers, individual subscribers and all other consignees.
- (iii) The contractor shall not without prior written consent of the Additional Director General (Incharge) directly or indirectly assign/transfer or otherwise any or all part with the benefit of the agreement or any part thereof.
- (iv) The Contractor shall ensure that in no circumstances shall insert any hand bill, leaflet, pamphlet or any other unauthorized material in the Journals.
- (v) For proof of dispatch the following document shall be considered valid:-
 - (a) Dispatch through Rail : Railway Receipt or any other Receipt prescribed by the Railways
 - (b) Dispatch through Airways: Receipt issued by the Airline.
 - (c) Dispatch through Postal Service – Receipt issued by the post office.
 - (d) Dispatch through road/transport/courier: Receipt issued by the respective agency.

(v) On submission of bills on weekly/monthly along with all relevant documents to the satisfaction of the competent authority payment will be made within sixty days from the date of receipt of such bill.

(III) Penal provisions

(1) **For delay in transportation and delivery of Journals:** If the contractor fails to lift the printed copies of the Journals from the press and ultimately delay in transporting and delivering the same to the distributors he shall be liable for penalty by way of deductions of amount payable to him for his services from the bill of the particular issue of the Journal so delayed. The percentage of deduction shall be proportionate to the number of copies of the Journals so delayed and to the following extent:-

<u>(i) Period of delay (in number of days)</u>	<u>Percentage of deduction</u>
For 1 to 2 days	Twenty percent
For 3 days	Twenty five percent
For 4 days	Fifty percent
For 5 days	Seventy Five percent
Above 5 days	One Hundred percent.

However, there is consecutive delay in three issues in lifting, dispatch and delivery of the printed issue of the Journals the Additional Director General (Incharge), Employment News, New Delhi reserves the right to terminate the contract without assigning any reason thereof.

(ii) **For breach of any of the provisions of the Contract:-** If during the entire period of the contract (including the extended period) the contractor fails to comply any or all of the essential provisions of the contract or have procured the tender by furnishing false information/documents or does not possess the requisite storage space or vehicles or man power or materials or not keeps insurance coverage alive to cover the total value of the printed Journals lifted from the premises of the printer he shall be liable to forfeiture of the Performance Security so deposited or the amount so determined by the Additional Director General (Incharge) Publications Division.

(IV) Cancellation of the Contract

The Additional Director General (Incharge) Publications Division reserves the right to terminate the contract at any time during the currency of the contract by giving one month's written notice to the contractor in advance without assigning any reason and by seven days notice, if, in the opinion of him the contractor does not carry out the work efficiently or commits any breach or does not observe the above terms or becomes insolvent. The decision of the Additional Director General (Incharge) , Employment News, in all these matters shall be final and binding.

(V)Arbitrations and Civil court Jurisdiction for dispatch Agreements:-

- (i) All disputes and differences or any questions arising out of any clause of the agreement, whatsoever, shall be referred to the International Centre for Alternative Dispute Resolution, Plot No.6, Vasant Kunj Institutional Area, Phase-II, New Delhi-110070 and its decision shall be final and binding on both parties.
- (ii) The arbitrator shall be deemed to have entered on the reference on the date he issues notice to both the parties fixing the date of hearing.
- (iii) The arbitrator may, with the consent of both the parties to the contract, enlarge the time for making the award. The arbitrator, if he so desires, may refer the case to court for decision and award. However, court proceedings may not be entered into unless arbitrator so desires.
- (iv) All court cases arising out of dispute relating to the tender or any or all of the contract shall be filed in the court of appropriate jurisdiction in Delhi/New Delhi only.

(vi) Opening and closing dates of the Tender

- (i) Opening Date of the Tender : 10.00 AM on 28.01.2010
- (ii) Closing Date of the Tender : 2.00 PM on 15.02.2010.

(VII) Disqualifications

A person blacklisted or declared defaulter by any Government Department shall not be eligible for filing the quotations.

UNDERTAKING AND ACCEPTANCE

Ref. Advertisement published in _____
(Newspaper) on _____

Sub. Submission of rate quotation for lifting, packing, forwarding and dispatch of copies of EMPLOYMENT NEWS/ROZGAR SAMACHAR.

- 1. I/We have read and fully understood the terms and conditions provided in tender form with the schedule of tender and do hereby convey our acceptance in full.
- 2. The rate quoted by me/us will be valid for the period of two years from the date of assigning the contract.
- 3. I/We hereby offer to undertake the entire job (i) printing/preparation of materials required in connection with packing, forwarding and dispatch of copies of employment News in English and Rozgar Samachar in Hindi and Urdu, (ii) lifting of the copies physically within four hours of their printing/bundling in the press, (iii) packing of copies as per mailing list or as instructed by the Director (EN) (iv) dispatch of copies by rail, air, Post or any other mode or transportation to various destination all over the country within 12 hours of receiving the copies from the press as detailed in the schedule appended hereto.

4. I/we are fully responsible to furnish the details of dispatch daily.
- 5 I/We fully agree to compensate the Government of any loss/damage that may occur to the Government due to non-fulfillment of any obligation as per terms and conditions of the contact.
6. Any dispute arising out of this contract, I/We fully agree to abide and bound by the decision of the Director (EN) / Administrator.
- 7 I/We agree to tender a Security Deposit of Rs. 10, 00,000/- (Rupees Ten Lakhs only) by way of CDR/FDR of any Nationalized Bank/National Saving Certificates duly pledged in favor of the President of India through the Director, Publications Division (Employment News), New Delhi which will stand forfeited in the event of non-fulfillment of the contract.

8. I/We are enclosing a bank draft of Rs. _____ as earnest money.

Date _____
Place _____

Signature of tenderer _____

Address _____

Residential address of the tenderer _____

Seal of the organization _____

Place _____
Date _____

Signature of Tenderer

Signature of the witness with Name, Address and Telephone Nos.

1.

2.

3.