

NOTICE INVITING TENDER

EMPLOYMENT NEWS

Publications Division
Ministry of Information and Broadcasting, Government of India
East Block-IV, R.K. Puram
New Delhi – 110 066.

TENDER FOR SUPPLY OF NEWSPRINT

Sealed tenders are invited from PSU / Private mills producing newsprint paper on the prescribed form under "two bid system" for purchase of Newsprint on Rate Contract basis for one year for regular consumption/creating buffer stock on monthly basis for weekly journal Employment News / Rozgar Samachar.

1. Office of Issue : Employment News, Level-5, East Block-IV, R.K.Puram, New Delhi-110066.
2. Cost of Tender : **Rs. 1000/-** (Rupees One Thousand Only).
3. Time and Date for receipt of tender : **Up to 3.00 p.m. on 15.11.2011.**
4. Time and date for opening Technical Bids : **At 3.30 p.m. on 15.11.2011.**
5. Specifications for Newsprint : News Print should confirm to BIS-IS-11688-1999 reaffirmed December, 2005 as amended up to date.

S.No.	Characteristic	Requirements
1	Width	32" (81.5 Cms) approx.
2	Grammage	50 GSM \pm 4%
3	Brightness, percent. (%), <i>Min</i>	52.0
4	Opacity, percent, (%) <i>Min.</i>	90.0
5	Smoothness (Bendtsen) ml/min.Max.	Top Side Wire Side 250 300
6	Porosity, ml/ min, <i>Max</i>	800
7	Tensile Index, N.m/g MD <i>Min.</i> CD	35 15
8	Tear Index, mN. M2/g, CD <i>Min</i>	4.5
9	Packing and Marking	Conforming to BIS-IS-11688-1999 reaffirmed December, 2005 as amended up to date.

6. Eligibility Criteria :
 - i) Tenderer Mill should have produced a minimum of **30,000 MT** of Newsprint per annum during last **three** financial years
 - ii) Tenderer Mill should submit a "No dues" certificate for the previous financial year (**FY 2010-11**) from Central Excise Department.
 - iii) Tenderer Mills should have Industrial license for production of Newsprint.
7. Quantity required per month : Up to 450 MT per month *approx.* (Can be increased OR decreased).
8. Destination : Any destination within Delhi / NCR. Destination will be specified in each month's supply order (Currently at CWC, Kirti Nagar, New Delhi)

9. Delivery Schedule : Within 10 to 20 days of date of receipt of supply order depending upon the location/ distance from Delhi as per details given below :

Distance (KM)	Maximum No. of Days
Up to 500	10 days
from 501 to 1000	15 days
1001 and above	20 days

10. Quoted Rates : Rates should be all inclusive, on FOR Destination on firm and fixed basis for rate contract period **against 'C' Form**. (No request for hike will be considered during the contract period).
11. Tenders must be submitted on the prescribed form for "Technical Bid" and "Financial Bid". **Tenders on letter head will be rejected.**
12. Tenderers are required to fill up and submit "Technical Bid" and "Financial Bid" in two separate sealed envelops with all required enclosures/ documents. Both these separate sealed envelops must be super-scribed by words "Technical Bid" and "Financial Bid" as the case may be. These two separate super-scribed envelops should be kept in a bigger sealed envelop which should be super-scribed with the words "**Tender for Supply of Newsprint on Rate Contract basis, Tender No. EN-52011/3/2011-12/Prod. Tender opening at 3.30 p.m. on 15.11.2011**". This bigger sealed envelop containing "Technical Bid" and "Financial Bid" should be submitted/ delivered to the following address on or before specified last date and time by hand / by registered / Speed Post.
- Deputy Director (Administration), Employment News, East Block IV, Level- 5,
R.K.Puram, New Delhi-110066 (Phone No. 011 - 26163055).**
13. Employment News will not be responsible for delay / loss / non or late receipt of tenders sent by post / courier etc.
14. Employment News reserves the right to reject any / all the tenders without assigning any reasons.
15. No pre-dispatch inspection will be done by this office. Newsprint will be dispatched against Manufacturer's guarantee/ warranty.
16. Employment News reserves the right to terminate the Rate Contract with one month's notice in event of supply not being satisfactory or due to lower price trend.
17. The successful tenderer will have to sign an "Agreement" for Rate Contract within 10 days of issue of acceptance letter. The Performance Guaranty (Security Deposit) will have to be submitted before signing of agreement.
18. Tenders can be purchased from Accounts Officer of Employment News (Phone. No. 011-26193179). **Tender Fee of Rs. 1000/-** can be paid by cash or Demand Draft. DD should be in favour of Pay & Accounts Officer, DAVP, Ministry of I&B, New Delhi.
19. Tender forms can also be downloaded from Ministry of I&B website www.mib.nic.in or Employment News website www.employmentnews.gov.in . In this case tenderer will also have to attach a Demand Draft for Rs. 1000/- favoring Pay & Accounts Officer, DAVP, Ministry of I&B, New Delhi.

(Ghanshyam Meena)
Deputy Director (Administration)

EMPLOYMENT NEWS
(Publications Division)
East Block – IV, Level – 5, R.K. Puram
Ministry of Information and Broadcasting
New Delhi – 110 066.

TENDER FOR SUPPLY OF NEWSPRINT PAPER

PROFORMA FOR 'TECHNICAL BID'

1. Tender No. & date : **EN-52011/3/2011-12/Prod. dated 17.10.2011**
2. Last Date and Time of 'Receipt of Tenders' : **15.11.2011 at 3.00 P.M.**
3. Date and Time of 'Opening of the Technical Bid' : **15.11.2011 at 3.30 P.M.**
4. Name, address and other details of the vendor :

Name and address of the Vendor	
Web site address (if any)	
Phone Numbers	
Fax Numbers	
Email	
Contact Person's Name	
Contact Person's Phone Number	
Contact Person's Mobile Number	
Contact Person's Fax Number	
Contact Person's email ID	

5. **TYPE OF ORGANISATION** : Tick appropriate Box and enclose document to support (Registration Documents)

Proprietorship	Partnership	Small Scale Industry
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pvt. Ltd. Company	Public Ltd. Company	Any other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. **ANNUAL TURNOVER** : Please enclose your chartered accountant's certificate or ITCC in support of your claim :

Sl. No.	Year	Turnover in Rs.
1	Current Year (Budgeted –FY 2011-12)	
2	Previous Year (FY 2010-2011)	
3	Prior Year (FY 2009-2010)	

(Signature of CEO / Proprietor / Authorized Signatory)

7. NAME AND ADDRESS OF THE BANKER :

Bank Name	
Branch Name	
Account Number	
Account Type	
Bank Phone Number (s)	

8. REGISTRATION PARTICULARS : Please give details of registration wherever available / applicable if any with self attested copy of original registration. Tenderers not registered with DGS&D / NSIC are required to furnish Earnest Money Deposit (EMD) for **Rupees 30.00 Lakh (Rupees Thirty Lakh)** in the form of Demand Draft from any Scheduled / Nationalized Bank favoring Pay & Accounts Officer, DAVP, Ministry of Information and Broadcasting, New Delhi. Draft should have six month's validity.

SL No	Particulars	Registration No.	Copy attached? Yes/ No
1	IT Permanent Account No. (PAN)		
2	Central/State Sales Tax/Vat/TIN Registration		
3	Excise Duty Registration		
4	Service Tax Registration		
5	Registration with DGS&D or NSIC		
6	Industrial License for Production of Newsprint		
7	No dues certificate from Excise Duty Authority for last financial year		
8	EMD Demand Draft for firms not registered with DGS&D/NSIC		

9. NEWSPRINT PRODUCTION FIGURES FOR LAST THREE YEARS : Please enclose certificate from a Chartered Accountant in support of your claim

Sl No.	Year	News Print Production : Metric Ton	Chartered Accountants certificate attached?
1	<i>FY 2010-2011</i>		Yes/No
2	<i>FY 2009-2010</i>		Yes/No
3	<i>FY 2008-2009</i>		Yes/No

(Signature of CEO/Proprietor/Authorised Signatory)

10. **REFERENCE LIST** : Please indicate details of recognized public / private sector companies to whom you have supplied Newsprint. Attach copy(s) of order / testimonials in support of your claim :

Sl. No	Customer	Details of order / testimonial with value
1		
2		
3		
4		
5		
6		

11. **OTHER ESSENTIAL DOCUMENTS / ATTACHMENTS** :

SL No.	PARTICULARS	ATTACHED : YES / NO
1	Half meter long sample of Newsprint conforming to tender Specification duly signed with official seal of the company.	
2	Certificate from any Central Government authorised laboratory certifying that sample attached conforms to the tender specification is not more than 6 weeks old.	
3	Tender purchase receipt in original.	
4	In case tender form has been downloaded from the website, a demand draft for Rs.1000/- should be enclosed.	

12. **ANY OTHER INFORMATION** :

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(Signature of CEO/Proprietor/Authorised Signatory)

DECLARATION:

The information furnished above is true and authentic. We have carefully read all the terms and conditions of the tender and agree with these conditions. We have signed on each page of this technical bid in token of acceptance of terms detailed in the tender.

(Signature of CEO/Proprietor/Authorised Signatory)

Name:

Date:

Place:

Seal :

Instructions :

- I. Fill all items. Please mention "NA" for items /clause not applicable.
- II. Bidder may use this sheet or copy-type-print at their end using A-4 sheets. Bidder may use additional sheet if space provided is not adequate.
- III. Attach latest documents for all items.
- IV. **List of Documents to be attached (Check List) :**

SL No.	Document Details	No. of Pages
1	Company/Organisation Registration/Certificate of incorporation	
2	Chartered Accountant's certificate or ITCC in support of turnover claim	
3	IT Permanent Account No. (PAN)	
4	Central/State Sales Tax No. / Vat Registration No. / TIN No.	
5	Excise Duty Registration No.	
6	Service Tax Registration No.	
7	Registraton with DGS&D and/or NSIC	
8	Industrial License for Production of Newsprint	
9	No Dues Certificate from Excise Duty Authority for Last Financial Year	
10	EMD Demand Draft for firms not registered with DGS&D/NSIC	
11	Chartered Accountant's Certificate in support of Newsprint production figures for last three years.	
12	Copy of order/testimonials recognized public/private sector companies for supply of newsprint	
13	Half meter long sample of Newsprint confirming to tender Specification duly signed with official seal of the company	
14	Certificate from any Central Government authorised laboratory certifying that sample attached conforms to the tender specification and it is not more than 6 weeks old.	
15	Tender purchase receipt in original.	
16	In case tender form has been downloaded from the website, a demand draft for Rs.1000/- should be enclosed.	
17	Any other document.	

EMPLOYMENT NEWS
PUBLICATIONS DIVISION
 Ministry of Information and Broadcasting
 (Government of India)
 East Block –IV, Level – 5, R. K. Puram
 New Delhi – 110 066.

TENDER FOR SUPPLY OF NEWSPRINT

PROFORMA FOR FINANCIAL BID

1. Tender No. **EN-52011/3/2011-12/Prod**
2. Name and address and other details of the manufacturer

Name and address of the Manufacturer	
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3. Specifications for Newsprint : Newsprint should conform to **BIS-IS-11688-1999** reaffirmed December, 2005 as amended up to date.

Sl. No.	Characteristic	Requirements
1	Width	32" (81.5 Cms) approx.
2	Grammage	50 GSM \pm 4%
3	Brightness, percent., (%) <i>Min</i>	52.0
4	Opacity, percent, (%) <i>Min.</i>	90.0
5	Smoothness Top Side (Bendtsen), Wire Side ml/min, <i>Max</i>	250 300
6	Porosity, ml/ min, <i>Max</i>	800
7	Tensile Index, N.m/g MD <i>Min.</i> CD	35 15
8	Tear Index, mN. M2/ g , CD <i>Min</i>	4.5
9	Packing and Marking	Confirming to BIS-IS-11688-1999 reaffirmed December, 2005 as amended up to date.

4. Quantity : Up to 450 Metric Tons per month (approx.)
(can be increased / decreased as per requirement)
5. Destination : Any godown/Printing Press within National Capital Region (NCR)
(currently at CWC Kirti Nagar, New Delhi).
6. Delivery Schedule : Within **10 to 20** days of date of receipt of monthly supply order as per details:

Distance (KM)	Maximum No of Days
Up to 500	10 days
from 501 to 1000	15 days
1001 and above	20 days

(Signature of CEO / Proprietor / Authorised Signatory)

7. **Quoted Rates** : Rates should be quoted on all inclusive viz inclusive of all taxes *i.e. CST / ST / Education Cess / duties / toll tax / road tax*, handling charges / transport charges / Insurance charges etc. **against Form 'C'** on FOR destination Godown / Printing Press in Delhi/NCR.
8. **Validity of Rate Contract** : **ONE YEAR (1 year)**
9. **Price variation** : Rates quoted should be on “firm and fixed” basis till the completion of all obligations under contract.
10. **Payment** : Payment for each delivery will be made on submission of correct and complete consolidated single bill after completion of delivery at the warehouse / godown. It can take approximately 30 working days.
11. **Test Report** : Each supply will be tested for its conformity to tender specifications. Samples will be sent to Central / State Government approved **any three** laboratories and common result of two or more laboratories for each parameter will be treated as failure / pass. Cost of such test will be deducted from supplier's bill. In the event of failure, deductions will be made as under :

Sl. No	No. of failed parameters	Percentage of deduction in each parameter
1	One	2%
2	Two	2.5%
3	Three	3.00%
4	Four or above	3.50% subject to a maximum of 15%

Request for re-testing of the samples will not be entertained.

12. **Damaged Reels** : Damaged reels shall not be accepted and will have to be lifted back by the mill from the storage godown/printer's premises at mill's cost. Reels to be returned will be decided after making physical inspection of the damaged reels along with mills representative(s). Payment of such returnable reels will be deducted from the bill.
13. **Default** : In case successful bidder is not in a position to supply newsprint against a particular supply order due to reasons beyond control, supplier will have to inform this office **URGENTLY** in time. In case of such default the supplier will have to bear the risk and cost of the purchase from the open market. Employment News will have a right to purchase required Newsprint from open market and the difference in price, if any, will be recovered from the supplier.
14. **Late supply** : If the contractor fails to supply Newsprint within specified days of placement of monthly supply order, **'Liquidated Damages' at the following rates will be levied on the delayed part of supply :**
- i) For delay upto 07 days : 2%
- ii) For delay from 8 – 14 days : 4%
- iii) For delay from 15 to 21 days : 10%

For delayed supplies beyond 21 days, Default Clause 13 will be enforced.

15. **Force Majure** : Standard Force Majeure clause will be applicable

(Signature of CEO / Proprietor / Authorised Signatory)

16. **Performance Guaranty** : The successful tenderer will be required to submit Performance guarantee by way of Security Deposit for an amount of Rs 1.50 Crore (Rupees One crore fifty lakh only). Security Deposit may be submitted in the form of bank guarantee favoring Director General, Publications Division, Ministry of I & B, Government of India. The Bank guarantee should be valid up to 90 days after the completion of all performance obligations of the contract. The final contract agreement will be concluded / issued only after submission and acceptance of performance guarantee.
17. **Tender Validity** : The tender offer shall remain valid for acceptance up to **90** days from the date of opening of Technical Bid.
18. **Rates quoted on “all inclusive basis” against ‘C Form’ on FOR Delhi / NCR :**

Rates per Metric Ton (all inclusive as per clause 7 on firm and fixed basis)	In Figures Rs. _____Per Metric Ton (In words rupees _____ _____Per Metric Ton).
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(Signature of CEO / Proprietor / Authorised Signatory)

We have fully understood and accept all conditions of the tender and quoted above rates for supply of Newsprint to tender specification. We have signed on each page of Financial Bid as token of acceptance of terms and conditions detailed on each page.

(Signature of CEO/Proprietor/Authorised Signatory)

Name:

Date:

Place:

Seal:

**PUBLICATIONS DIVISION
MINISTRY OF INFORMATION & BROADCASTING
GOVERNMENT OF INDIA
SOOCHNA BHAWAN, CGO COMPLEX,
LODHI ROAD, NEW DELHI - 110 003**

Dated: 29-09-2011

TENDER NOTICE No.D-24015/1/2011-A&G

Subject:- Tender for collecting, packing, forwarding, transporting and dispatching of Publications Division's journals

On behalf of the President of India, Director General, Publications Division invites sealed tenders from reputed packers/ transporters/ forwarding agents for collecting, packing, forwarding, transporting and dispatching the journals of Publications Division:-

Sl. No.	Tender reference	Description of work	Tender Fees	Earnest Money Deposit
1	D-24015/1/2011-A&G	Collecting, packing, forwarding, transporting and dispatching of Publications Division's journals	Rs.500/-	Rs.10,000/-

Issue of Tender Documents: 10-10-2011 to 09-11-2011 up to 1.00 p.m.

Last date for receiving the Tender : 09-11-2011 up to 3.30 p.m.

Date of opening of Technical Bid : On 09-11-2011 at 4.00 p.m.

Date of opening of Financial Bid : Intimated separately.

2. Tender Documents can be procured from the Section Officer, A&G Section, Room No.240, Soचना Bhawan, CGO Complex, Lodhi Road, New Delhi - 110 003.

The complete information of above tender notice is available in Web site:
www.publicationsdivision.nic.in / www.mib.nic.in / www.tenders.gov.in



**(ASHISH DUTTA)
DEPUTY DIRECTOR (ADMN.)**

TENDER DOCUMENT NO. D-24015/1/2011-A&G

SL. No. _____

(Terms and conditions for Dispatch Contract (Journals Unit)

On behalf of President of India Director General, Publications Division invite sealed tender from the interested parties for dispatch of magazines. This Division presently publishes 10 monthly journals from New Delhi -**Yojana (English), Yojana (Hindi), Yojana (Urdu), Yojana (Punjabi), Yojana (Oriya), Kurukshetra (English), Kurukshetra (Hindi), Ajkal Hindi, Ajkal (Urdu) and Balbharti (Hindi)**. The print orders for the magazines vary from a few hundreds to more than 1.5 lakh copies per month. The dispatch dates of the magazines are spread over three weeks in a month. The Printers will deliver the magazines at the dispatcher's godown. State wise circulation of all the magazines by various means viz. by Post (Regd. Post), (Ord. Post) by Rail, by Road (by hand), Air, etc. are given in the Annexure-I, Interested party may see month wise/ magazine-wise figures on all working days between 11.00 am to 4.00 pm in A&G Section Room No. 240 2nd Floor, Soochna Bhavan, New Delhi. Scheduled date of dispatch of each magazines is enclosed at Annexure-II. The existing rates are given in Annexure-III which is given for the benefit of all tenders which wishes to quote the rates. It is clearly stated that the decision on financial bid will be taken on the basis of lowest total cost to this Division on the basis of rates quoted and the circulation figure of magazines shown in Annexure-I .

This will a two bid tender i.e (1)Technical bid (2) Financial bid. Tenders should submit sealed envelopes for technical and financial bids separately clearly mentioning "Technical bid for carrying contract for journals" and "Financial bid for carrying contract for journals" and should be put together in the 3rd envelop super scribing "Tender for carrying contract for journals" addressed to Deputy Director (Administration), Publications Division, Soochna Bhavan, Room No. 240, C.G.O. Complex, Lodhi Road, New Delhi. The financial bid should be in the proforma shown as Annexure-IV. Every tender must be accompanied by a demand draft of Rs. 10,000/- (Rupees Ten Thousand only) from a scheduled bank payable in favour of Additional Director General (I/c), Publications Division and payable at Delhi. EMD draft/tender purchase draft should be put up in technical bid envelop only. Tender without the EMD draft will not be entertained under any circumstances.

Detail Tender document is be available on our Website publicationsdivision.nic.in/mib.nic.in. The tender document can also be purchased on payment of Rs.500/- in cash or by a Demand draft of a scheduled bank payable in favour of Director General/ADG(I/c) as the case may be, Publications Division payable at Delhi between 11.00 am to 2.00 pm on all working days between **10.10.2011 to 09.11.2011 9up to 1.00 P.M.)**

Opening and closing date and purchase of tender document:- 10.10.2011 to 09.11.2011 (Up to 1.00 P.M.)

Date of closing of tender document 09.11.2011 at 3.30 P.M.

Date of opening of technical bid 09.11.2011 at 4.00 P.M.

The following are the Terms and Conditions for dispatch of the journals:-

1. The contract will all its terms and conditions shall be for a period of two year from the date of commencement of the contract and shall be renewable on the same terms and conditions for one more year at the discretion of the Director General/ADG(I/c). The DG/ADG(I/c), Publications Division however, is empowered to terminate the contract at any time during the currency of the contract by giving 7 days' written notice without assigning any reason. If in the opinion of the Director General/ADG(I/c), Publications Division, as in case may be the Contractor does not carry out the work efficiently or commits any breach, or does not observe the terms and conditions of the contract or becomes insolvent the decision of the Director General/ADG(I/c), Publications Division, as in case may be in all these matters shall be final and binding.

2. The contractor should have at least 4 trucks of 2.5. Tonne capacity having National Permit each in the name of the firm (proprietorship or partnership or Company or in the name of its prop Or partner (in the case of firms) or in the name of Directors. In case of a Company as the case may be and should be capable of transporting at least 50000 (fifty thousand) copies of magazine(s) their details should be furnished in the Annexure-IV enclosed to this Tender. Tenderers should have at least 2 years relevant experience. The proof of experience may be substantiated by furnishing appropriate & relevant details with few copies of documents like Purchase orders/ Invoices etc.

3. The contractor who undertakes the dispatch of the magazines among other things must have adequate godown space with all infrastructural support to store at least 50,000 copies of journals at any given time. He should have adequate means of transportation, manpower and resources to collect, pack forward, transport and dispatch the copies on the scheduled dates of dispatch after receiving these copies from the printers. He should be ready to receive the journals from the printers as and when it is supplied and should have enough manpower and resources to dispatch the magazines on the scheduled date or within three days of receiving them.

4. The contractor shall strictly abide by all the Terms and Condition of the contract. Any departure whatsoever must require prior approval of the Director General/ADG(I/c), Publications Division as the case may be.

5. It will be ensured by the contractor before starting the work that he deposits a **Performance Security of Rs. 1,00,000/-** (Rupees One Lakh only) with the Publications Division in the form of Term Deposit/Fixed Deposit which shall be valid for a period of two and half years from the inception of the contract. The TDR/FD shall be in favour of Director General/ADG(I/c), Publications Division, as the case may be.

6. The Performance Security Deposit of the contractor shall be refined to him six month after completion of the contract and that too after it is ensured that nothing is due from the contractor. The Publications Division reserves the absolute right to recover any dues from the contractor out of the Performance Security Deposit or through other means.

7. Before starting the work, the Dispatch Contractor shall also be refunded to take an all-comprehensive Insurance Policy covering all eventualities (natural as well as unnatural from one of the subsidiaries of the General Insurance Company for a sum of not less than Rs. 5 Lakh which shall take care of all the day-to-day transactions of books

among the consignor, the contractor and the consignee. The policy must be renewed from time to time and documentary proof furnished to the Publications Division automatically.

8. The contractor shall ensure that the journals are safe from rain, water, moisture, smoke, fire, dust, storm, leakage of petrol, oil, battery, etc. For this, the contractor shall use all necessary materials like water-cum-fire-proof tarpaulin, strings and any other required material as per the conditions mentioned by the Insurance Company. The contractor shall also ensure that the journals/magazines are transported in authorized vehicle in driving-fit condition driven by an authorized driver with proper and sufficient number of labourers. Journals to be carried with utmost care and full risk and responsibility on your part and all material should be delivered in good and safe condition. Contractor will have to take necessary care to protect the journals while transporting against rain and all such hazards or against theft pilferage etc.

The contractor (successful tenders) alone shall be liable to pay the wages and all other payments as may be due to the employees/men/workers engaged by the tenderer to deliver the goods at respective ports as per the contract. The contract shall also be required to submit indemnity bond, indemnifying the Publications Division for any claims arising out of death/injury or whatsoever made by such employees/men/workers engaged by the contractor before signing the contract.

9. The contractor shall indemnify the Govt. from and against any loss, damage, cost charge, expenses, etc., for no fault of the Division and shall ensure that Government's interest is protected and safeguarded at any cost. The contractor shall also ensure that at no point of time the vehicle is overloaded which could cause damage to the consignment. The Publications Division shall not be responsible for any fine imposed by the Police or any authority, for any violation of the traffic/transport rules. Any payment in this regard shall be made by the contractor and no reimbursement given. It will also be the responsibility of the contractor to obtain Police permission, etc. for driving in no entry zones.

10. The contractor shall not avoid or delay or slow down or postpone or refuse any order for lifting the consignment for any reason whatsoever. Any avoidance or delay or slow down or postpone/refusal will tantamount of violation to the contract.

11 The contractor shall at once inform this Division in the event of any of his licence being cancelled or he is deregistered or blacklisted or any action taken against him by any authority whatsoever.

12 The contractor should have adequate quantity of packing material which should have a good quality of minimum 80 micron new polythene bag, strong one sided laminated craft paper. The contractor shall also be responsible to dispatch copies duly inserted in one sided laminated envelopes (the sizeable envelopes may vary as per the size of Yojana, Kurukshetra, Aikal and Bal Bharti magazines. The envelopes should have a window displaying the RNI No. completely. The contractor shall also be required to submit samples of packing materials showing the quality of the same (gauge/ micron, weight of polythene, craft paper one sided laminated good paper etc. The contractor shall be responsible for completing all the formalities about taking packets to Post Office or other Despatch Centres, forwarding and dispatching of packets, etc. as per the instructions of the Business Manager/ Asstt. Business Manager (Circulation & Advertisement)/

Business Executive or any other officer authorized for this purpose. The contractor shall also be responsible for sorting out, pasting of the address of the subscribers supplied by the Publications Division. The contractor shall also be responsible to dispatch the wrapped copies in plastic woven bags state-wide/metropolitan city-wise as per requirement of postal and other authorities and also be obtain revised posting dates as and when required by the postal and other authorities. At times, the contractor shall also be required to prepare labels on computerized address stickers. The contractor shall also be required to prepare booking list also on computer for sending the journals by Post/Roadways/Railway/Air or any other means for sending the same to the agents. The Contractor should periodically present bills along with the relevant proof of dispatch thereto directly to the Journals Unit, R.K. Puram, or wherever situated, for payment. He will also maintain the Dispatch Register at his end for check up and the relevant Parcel Way Bills (PWB) Way Bills (WB) may be sent to the parties within 24 hours from the date of Dispatch so as to enable the consignee to take the delivery of the consignment in time and avoid unnecessary demurrage, etc.

13. The contractor shall be fully responsible to provide 100% water and other proof cover to the stocked copies from collecting/lifting to the final delivery. Any copy/bundle spoiled/damaged due to water percolation or any other reason shall be responsibility of the Dispatch Contractor. Damage if any, shall be recovered from the Dispatch Contractor.

14. The contractor shall be responsible for collecting the dispatch instructions/print orders from the publisher and receive the copies from the printer even at odd hours/holidays. If required, the contractor shall be responsible to furnish the details of dispatches daily viz. number of copies in balance in his godown. The balance copies can be checked by the officials at any time in the godown.

15. The contractor will take every care to ensure supply of copies by Post/Roadways/Air or any other means as instructed from time to time by Business Manager/ Asstt. Business Manager (Circulation & Advertisement)/ Business Executive or any other officer authorized for this purpose. In case of non-receipt delay in receipt/dissatisfactory receipt of packets the contractor will take necessary steps to have the cases of such complaints properly investigated. If such complaints are found to be due to reasons within the control of the contractor (about which the decision of the Director General/ ADG (I/c), Publications Division, as the case may be shall be final and binding). The contractor shall reimburse to the Government full price of the copies and Postage freight and other charges paid thereon as well as the postage, freight and other charges to be paid on the fresh copies sent in replacement and all other expenses incurred by the Government.

16. The Dispatch Contractor shall have to follow the instructions of the Business Manager/Asstt. Business Manager (Circulation & Advertisement)/Business Executive or any other officer authorized for this purpose for inspection/supervision of the work any time or place in the presence of the representative of Dispatch Contractor.

17 This Division also invites separate rates for dispatch of magazines for individual subscribers in individual polythene cover as per sample approved by the Business Manager./Asstt. Business Manager or any other officer so authorized. Other procedure will be same as in Para 12 above.

18. In case of delay in dispatching copies of Publications Division's Journals, if received at least three days prior to the scheduled date of posting from the printers the following rates of penalties shall be imposed on the Despatch Contractor :-

(i)	For 1 to 2 days delay	10% deduction from the total bill, of the particular issue delayed
(ii)	For 3 days delay	15% deduction from the total bill of the particular issue delayed.
(iii)	For 4 to 5 days delay	20% deduction from the total bill of the particular issue delayed.
(iv)	For delay above 5 days	40% deduction from the total bill of the particular issue delayed.

If there is consecutive delay in three issues in the dispatch of the printed copies of Publications Division's journals, the Director General/ADG(I/c), Publications Division as the case may be reserves the right to terminate the contract.

19. The dispatch Contractor under no circumstances shall insert any handbill, leaflet, pamphlet or any other unauthorized material, etc. in the Publications Division's Journals copies or packets. In such circumstances, the Director General/ADG(I/c), Publications Division, as the case may be reserves the right to terminate the contract or impose any other penalty in the shape of fine/legal action may be deemed fit.

20. In case the contractor fails to attend to the work in terms of this Contract at any time he is called upon to do so, necessitating any work or part of the work being executed, the Director General/ADG (I/c), Publications Division, as the case may be will be free to get the work done at the risk and cost of the contractor and the decision of Director General/ADG(I/c), Publications Division, as the case may be in all these cases shall be final and binding on the contractor. The Director General/ADG(I/c), Publications Division, as the case may be reserve the right to cancel the contract by giving one month prior notice to the contractor.

21. The contractor shall not without previous consent in writing of the Government, directly or indirectly, assign/transfer or otherwise part with the benefits of the agreement or any part thereof.

22. All the bills should be sent to the Business Manager/Asstt. Business Manager (Circulation & Advertisement)/Business Executive or any other office authorised for this purpose who will verify and ensure that the bills are strictly as per the Terms and Conditions agreed upon.

23. The Contractor shall ensure that the claims for the despatch of journals vary strictly as per the Terms and Conditions to be agreed upon and no additional claim is put forth other than those mentioned in the contract. The Contractor should be very clear and legible in his bills and there should not be any cutting/over-writing of any sort. Any unavoidable cutting/erasing should be properly attested/signed.

24. No freight charges shall be payable separately towards transportation of copies of Publications Division's journals from the godown of the Dispatch Contractor to the go down of local agents/local distributors.

25. The charges towards postal, railway freight (RRs), airfreight, etc. will be reimbursed to the Dispatch Contractor on production of bills along with relevant receipts.

26. Rates will be applicable on the basis of charge per thousand copies. When the number of copies is less than 1000, payment will be on pro-rata basis.

27. Rounding off of the figure/numbers of the materials dispatched shall not be allowed at any cost and in any event. Amount shall be claimed and allowed only for the actual quantity, which shall be certified among other things by the concerned officers of Publications Division. However, in the case of amount claimed rounding off shall be allowed, i.e. 50 Paise and above shall be rounded off to Rs.1/- and below 50 Paise would be ignored. This rounding off shall be done on the total amount of the bill wherever feasible.

28. The payment to the contractor will be subject to deduction of Income Tax as applicable under the rules. The Contractor will, however, ensure that all his incomes from the transactions with the Publications Division is shown in the Income Tax Returns without fail.

29. The Publications Division reserves the right to recover from the Contractor in any manner possible excess payment made/recoverable/any loss to the Department for the ignorance and negligence of the Contractor which may come to the notice during audit or any other time.

30. The Contractor shall not be allowed any escalation/ change in the cost during the period of the contract due to inflation of any sort, change of any policy by Government, change of byelaws or due to any other reason.

31. All disputes and differences arising out of or in any way touching or concerning this contract whatsoever shall be referred to the sole arbitration of any person nominated by the Director General/ADG(I/c), Publications Division, as the case may be or if there be no Director General/ADG(I/c), as the case may be the administrative Head of the Publications Division at the time of such nomination. There will be no objection to any such appointment that the person appointed is a Government Servant, that he had to deal with the matters to which the contract related and that in the course of his duties as such Government servant, had expressed the views on all or any of the matters in dispute or differences. The venue of arbitration proceedings will be the office of the Director General/ADG(I/c), as the case may be Publications Division, or such other place in Delhi/New Delhi as the sole arbitrator may decide. The award of such arbitrator shall be final and binding on parties to this contract. It is a term of this contract that in the event of such arbitrator to whom the matter is originally referred transferred or having vacated his office or being unable to act for any reason the Director General/ADG(I/c), as the case may be shall appoint another person to act as arbitrator in accordance with the terms of this contract. Such person shall be entitled to proceed with the reference from the stage at which it is was left by his predecessor. It is also a term of this contract that no person other than a person nominated by the Director General/ADG(I/c), as the case may be aforesaid should act as arbitrator and if for any reason that is not possible the matter will not be referred for arbitration at all.

32. The assessment of the costs incidental to the reference and award respectively shall be entirely at the discretion of the sole arbitrator.

33. Subject to aforesaid, the Arbitration Act, 1940 or any statutory modification or re-enactment thereof and rules made thereof and of rules made there under the time being in force shall apply to such arbitration proceeding under this clause.

34. Work under the agreement shall, if reasonably possible, continue during the arbitration proceedings, and payment due to or payable by the Government shall be withheld on account of such proceedings till such time that the decision is given by the arbitrator orders release of such payment.

35. All other specification, requirements and conditions laid down in the Notice Inviting Tender shall mutatis mutandis form part of conditions of the Terms and Conditions.

36. The Director General/ADG(I/c), as the case may be Publications Division reserves the right to add/include/exclude any other magazine/periodical in addition to 10 already mentioned in the initial Para on the same Terms and Condition.

37. Earnest Money:

(i)	The Tenderer must enclose with the quotation Earnest Money of Rs.10,000/- (Rupees Ten Thousand Only) in the form of Demand Draft favouring ADG(I/c), Publications Division, New Delhi.
(ii)	Quotation without earnest Money will be summarily rejected.
(iii)	The Earnest Money deposited by the tenderer shall be forfeited by this organization in the following circumstances: a) If tenders are modified in a manner not acceptable to this organization. b) If tenderer whose tender has been accepted, fails to furnish security deposit within 7 days of intimation for award of the contract. c) If false documents are 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 Performance Security Deposit and signing of the agreement.

38. Submission of Tender:-

(a)	Interested contractors who are in a position to undertake this job may please quote their rates in the prescribed form (enclosed) and send the quotations in two separate sealed covers super scribing i) Quotation for despatch of copies of Publications Division's Journals; 2) Earnest Money for dispatch work of copies of monthly journals , addressed to the Deputy Director (Admn.), Publications Division, Soचना Bhavan, CGO Complex , Lodhi Road, New Delhi 110 003 by Registered Post or by Hand so as to reach this office by the prescribed date.
(b)	This office will not be responsible for loss of tender form or delay in postal transit.
(c)	Tenderer is advised in his own interest to ensure that his offer/ tender reach this office on or before the closing date and time of the Tender, as the offers/tenders received after the closing date and time will not be considered.
(d)	No other charges other than the quoted rates in the quotation shall be admissible.

PROFORMA

1.	Name of the firm	
2.	Full postal address (along with PIN code and Telephone numbers)	
3.	Status of Firm	
(a)	Proprietary firm	
(b)	Partnership	
(c)	Pvt, Ltd, Company	
(d)	Public Ltd. Company	
(e)	Anything else	
4.	In case of Partnership details of partners along with their full addresses and telephone numbers	
5.	Whether the Proprietary firm/ Partnership/Pvt. Ltd. Company / Public Ltd. Company or anything else, is registered. If so, details of the authority with whom registered along with Registration No. and date (A clear copy of the Registration may also be enclosed)	
6.	Shop/Godown Licence No. Municipal Licence No. of the firm.	
7.	Permanent Residential Address along with Telephone numbers(s) of the Tenderer:	
8.	Does the tenderer have his her own godown ? if so furnish	
(a)	Address of the godown	
(b)	Location of the godown (Floor in which situated)	
(c)	Area of godown – state clearly length, breadth and height of the godown.	
(d)	Total space available. Area-wise for utilization	
(e)	Whether proper lighting ventilation, exhaust arrangements, etc. are available.	
(f)	Authorised electricity load (attach proof)	
(g)	Whether, Inverter is available. If so, state capacity of the Inverter	
(h)	Whether proper approach rod/entrance for big truck is available for the godown (please state clearly)	
(i)	General conditions of the godown as regards distempering, proper flooring seepageless/ moisture-proof roof/floor,	

	removal of cobwebs, etc.					
9.	Details of fire safety arrangements in the godown.					
10.	Details of vehicles as per para 2 of the tender as per the following:-					
S.No	Make	Model	Capacity in Metric Tonnes	Whether Registered with the Transport authority and if so, the Vehicle's Reg. No.		
1.						
2.						
3.						
4.						
11	Details of Bank Accounts with Addresses and Account numbers of the tenderer .					
12	Number of employees in the firm of the tenderer. Out of these. a) Permanent b) Temporary c) Out of the above, number of regular employees engaged in collecting, packing, loading/unloading, going to post office and other despatch centres and dispatching the copies on the scheduled dates after receiving from the printer.					
13.	Details of experience in the proposed job:-					
S.No	From	To	Name and details of the organization along with Telephone Nos.	Nature of work if regular	Whether involves all-India basis (say Yes or No)	Amount of regular work (monthly average in financial terms)
1.						
2.						
3.						
4.						
5.						
6.						
14.	Whether work allotted through Tender or otherwise					
15	Income Tax PAN of the Tenderer (Enclose an attested copy of the Income Tax filed for the current assessment year)					
16	Whether the tenderer has clearly and fully understood all the terms					

	and Conditions of the Tender Document and is prepared and agreeable to all the Terms and Conditions.	
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DECLARATION

I _____ (Name of the tenderer), of

(Full office address of the tenderer), do hereby certify that the contents of the above Information are true and that in case at any time of the information is found wrong Necessary action may be taken against me. I also certify that I have gone through the Terms and Condition and I have quoted the rates accordingly.

Name

Signature

Seal

Place

Date

UNDERTAKING AND ACCEPTANCE

Reference : Advertisement published in _____

(Newspaper) on _____

Sub:- Submission of rate quotation for Packing, Dispatch and Forwarding/Transportation of copies of Publications Division's monthly journals .

1. I have read and fully understood the terms and conditions provided in tender from with the schedule of tender and do hereby convey our acceptance in full.
2. The rates 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 10 monthly journals of Publications Division, (ii) packing of copies as per mailing list or as instructed by the ABNM/BM (C&A), (iii) dispatch of copies by Rail, Air, Post or any other mode of transportation to various destinations all over the country within 3 days of receiving the copies from the press(es).
4. I/we are fully responsible to furnish the details of despatch immediately after the despatch of the copies.
5. I/We fully agree to compensate the Government of any loss/damage that may occur to the Government due to non/fulfilment of any obligation as per terms and conditions of the contract.
6. Any dispute arising out of this contract, I/ We fully agree to abide and bound by the decision of the Director General/ADG(I/c), as the case may be Publications Division/Administrator.
7. I/ We agree to tender a Performance Security Deposit of Rs.1,00,000/- (Rupees One Lakh only) by way of CDR/FDR of any scheduled Bank/National Saving Certificate duly pledged in favour of the President of India through the Director General/ADG(I/c), as the case may be Publications Division, New Delhi which will stand forfeited in the event of non-fulfilment **of the contract.**
8. I/ We are enclosing a Bank Draft of Rs. 10,000/- (Rupees Ten Thousand only) as Earnest Money Deposit.

Date: -----

Place: _____

Signature of Tenderer : _____

Address: _____

Residential Address of the Tenderer: - _____

Seal of the Organization: _____

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

1.

2.

ANNEXURE-II

**JOURNALS UNIT
PUBLICATIONS DIVISION**

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**ESTIMATED MONTHLY DETAILS JOBS/WORKS RELATED TO MONTHLY
JOURNALS.**

<u>S.No.</u>	Name of the Journals	<u>Total No. of Agents</u>	<u>Scheduled Dt. Of Dispatch</u>
1.	Ajkal (Hindi)	115	21/22
2.	Ajkal (Urdu)	60	15/16
3.	Bal Bharti (Hindi)	120	18/19
4.	Kurukshetra (English)	140	02/03
5.	Kurukshetra (Hindi)	132	05/06
6.	Yojana (Eng)	158	25/26
7.	Yojana (Hindi)	143	29/30
8.	Yojana (Oriya)	20	On receipt from Press
9.	Yojana (Panjabi)	18	-do-
10.	Yojana (Urdu)	22	-do-

1. The copies of each journal may increase/decrease under each mode every month as per demand.
2. At present, less than 20 copies per month are supplied by Air.

The rate for despatch (per unit cost) should progressively come down with the
increase in value of work

ANNEXURE –IV

S. No.	Description of job	Firms	Up to 1000 Copies	1001 to 5000	5001 To 10000	10001 to 15000	15001 to 35000
1.	Charges for packing with good quality of minimum 80 micron or above New Polythene Bags and good quality strong Craft Paper of minimum 80 GSM or above and good quality Twines/Fevicol/Gum including cost of paper/printing and preparation of distribution lists/ labels on computerized addresses plus labelling charges on the packets and booking list etc. of the copies for Agents, etc. to whom supply would be sent by Railway/ Roadways/ Air or any other means (other than Post Office & Local Agent/ local supply)						
2.	Charges for packing with strong Carft Paper of minimum 80 GSM or above & good quality Twines/Fevicol/ Gum including cost of paper/printing and preparation of distribution lists/ labels on computerized addresses plus labelling charges on the packets and booking list, etc. of the copies for Agents etc. to whom the copies would be sent by Post & local/ Agents/ local supply etc.						
3.	Charges including forwarding expenses for transportation of printed copies of Publications Division Journals from the dispatcher's godown to various despatch points such as Post						

	Office. Roadways, Railway Stations, Airports, Local Agents, etc. after complete and foolproof packing. The charges would also cover delivery of specified number of copies in the various offices of Publications Division & other office located in Delhi/New Delhi.						
4.	Charges for shorting out, wrapping of copies of journals and pasting of subscribers addresses on wrappers with plastic woven bags required for dispatching the wrapped copies. State-wise/ Metropolitan City-wise/ as per the requirement of Postal and other authorities.						
5..	Charges for sorting out and putting single copy in the strong polythene pack (beg) for individual subscribers, pasting subscribers' address thereon dispatch to such subscribers as per list provided by the BM ans as per requirement of postal and other authorities.						