

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.	

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PUBLICATIONS DIVISION
 Ministry of Information and Broadcasting
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 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: