

(Please read the instructions in the uploaded tender thoroughly before submitting quotations)

This tender is meant for Kolkata based offset printers only

Government of India
PUBLICATIONS DIVISION
 Ministry of Information and Broadcasting
Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi-110 003

No. D-29015/14/2024-25/Prod.

Dated: 14/02/2025

Subject: Annual Rate Contract for printing of the monthly periodical 'YOJANA' in Bengali language

Quotations are invited for finalizing of an Annual Rate Contract for the printing of above mentioned prestigious monthly periodical in Hindi language. If you are in a position to undertake the production of the above job as per the specifications given below and supply the printed copies regularly within the specified time schedule, please submit your quotation in this form only **through GeM portal latest by 06/03/2025 (3:00 PM)**. Technical Bids will be opened on the same day at 3:30 PM. Please note that quotations received after the due date and time will not be considered.



(D.K.C. Hrudhainath)
 Joint Director (Prod)

For and on behalf of President of India

DESCRIPTION: YOJANA, a monthly periodical in Bengali language comprising with 72 pages of text and 4 pages of cover, is to be printed regularly on priority basis. The text pages may carry text in 2 to 3 columns, along with 4 to 8 pictures and surrounded by line and screen borders. Some text may be in boxes also against screen grounds. All the text pages will print in single colour (Black). **Complete composing of text, layout, formation of boxes, scanning/improvement of pictures & planning with text matter etc. for complete journal will be done by the printer at their cost.**

Covers I & IV may carry title, logo design, some text along with one to three colour pictures surrounded by colour grounds etc. and will print in 4 process colours. Covers II & III may print text along with line/halftone pictures and advertisements which also to print in four colours common to outer cover. The periodical will be center-stitched with two wire staples.

The printer is required to wrap about 500 to 1,000 or more subscriber's copies with printed wrapper or to place in transparent envelop and labelled with address sticker on individual copies (except advance copies) as per the list provided by the Editor in every issue. (Subscriber copies may increase or decrease from issue to issue). Cost of wrappers printed on 90 GSM Kraft paper in Single colour (Black) or transparent envelop and printing of address label on pre-gummed paper should be included in your quoted rate. These copies will have to be sorted & packed separately on the basis of Post Office/PIN Code number of Kolkata subscribers and district wise sorting & packing will have to be done for the copies to be sent outside the Kolkata region. The bulk copies will have to be delivered in our office or designated Post Office.

NOTE:

- (i) The cover design of English (open format) may be supplied through e-mail wherein title, text etc. in Bengali language will have to be incorporated by the printer as per colour scheme/rough dummy supplied by the Editor.
- (ii) The quantity may vary from issue to issue.
- (iii) Material, Proofs etc. will have to be collected and delivered by the printer to the Editor at local address of Yojana (Bengali) in our local office at Publications Division, M/o Information & Broadcasting, 07, Esplanade East, Kolkata-700 034 or any other office specified by the Editor at their cost.
- (iv) Advance copies duly packed in bundles of 25 copies each will have to be delivered at Yojana Office, Kolkata & bulk copies in our office or designated Post Office in Kolkata.
- (v) Material will be provided in batches by the Editor from Yojana, Kolkata office. Two to Three proofs will be required for final approval after first checking of proofs at printer's end.
- (vi) Scanning of photographs will have to be done by printing compatible scanner only. Poor quality reproduction of photographs will not be accepted.
- (vii) Printing will be done by Positives/CTP plates to achieve the desired standard of printing quality.
- (viii) As soon as proofs are approved, complete journal will have to be provided by the printer in PDF/Web page format on CD for uploading the same on our website.
- (ix) Bills will have to be submitted to the Editor at Kolkata in triplicate format alongwith bank mandate & delivery challans etc.

SIZE: 8.5" X 11" (Approx. finished size)

COLOURS: Text pages : Single colour (Black)
Outer and Inner Covers : Four Process Colours

LANGUAGE & QUANTITY: Bengali – 1,500 copies per month (likely to increase or decrease in each monthly issue)

PAPER: The following paper will be used from printer's stock.

Text pages: 70 GSM or above good quality smooth finished white Maplitho Paper.
Cover: 130 GSM or above full gloss white Indian Art Paper.

TIME SCHEDULE: Reasonable time schedule will be drawn by the Editor at Kolkata for timely production i.e. 10 days before the month of publication of the journal. It is also to be ensured that all the printed copies are supplied to the Yojana office at Kolkata within 4-6 days from the date of approval of final ferro proofs.

DISPATCH OF COPIES : About 500 to 1,000 or more subscriber's copies will have to be wrapped with printed wrapper or placed in Transparent envelop and labelled with address sticker by the printer on individual copies (except advance copies) as per the list provided by the Editor and remaining bulk copies packed in bundles of 20-25 copies each duly wrapped and labelled will have to be delivered to Railway Station/Postal Department and designated godown as per the date of dispatch fixed by the Department of Posts and instruction of the Editor.

PROCESS OF PRODUCTION: Offset

MATERIAL FOR PRODUCTION: Text manuscript, Cover Art-work/CD, line designs, photographs etc. will be provided in batches by the Editor at Kolkata.

PENALTY: In case of delay at Printer's end Penalty @ 50 Paisa per copy per day will be imposed besides additional amount paid by the division, for dispatching the journal to the subscriber.

SECURITY DEPOSIT: The successful tenderer will be required to furnish a security deposit of Rs. 25,000/- (Rupees Twenty-Five Thousand only) preferably in the form of Fixed Deposit for a period of three years of any nationalized bank in the name of Principle Director General, Publications Division, A/c..... (Printer's Name) which will remain in this office till the completion of all contractual obligations.

OTHER REMARKS:

1. Time schedule must be adhered to.
2. A neat and high class printing quality with uniformity throughout is essential.
3. All material will have to be collected and returned at printer's cost.
4. No increase in rates for production or for material will be entertained for any variation in market during the contract period including extension of contract, if any.
5. Publications Division reserves the right to accept or reject any/all the tenders without assigning any reason thereof.
6. Office of Publications Division reserves the right to terminate the rate-contract with one month's notice in the event of printing quality/services is found un-satisfactory.
7. In case of poor performance or regular delays or using of inferior quality/lesser GSM paper, a suitable liquidated damage (penalty) is likely to be imposed which will be decided by an Internal Committee and recovered from the printer's bill.
8. In case of continuous and perpetual poor performance and delay, Director General, Publications Division reserves its rights to cancel the contract and Security Deposit forfeited.
9. All disputes will be settled in the jurisdiction of Delhi only.

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TECHNICAL REQUIREMENT (Eligibility Criteria): Printers should be well established and have been undertaking printing of books & Periodicals etc. for a minimum period of last one year and should have the following machineries and ancillary equipment:

- (a) Printer should have **sufficient arrangement (preferably in house) for typesetting in Bengali language** for incorporating pictures and carrying out textual corrections. Cover design in Bengali will have to generate from the master cover design of English provided in soft copy through e-mail/website.
- (b) Complete arrangements for pre-press including **high-resolution scanner, Laser Printer and plate-making facilities** etc.
- (c) Printer must have **internet facility** for down loading cover design/photographs etc. from the web-sites and to receive the text material/other input material through e-mail.
- (d) Two **single colour** offset machine of 18" X 23" **OR** One **single colour** offset machine of 23" X 36" or above.
- (e) One **four colour** offset printing machine of 18"X23" or above.
- (f) **One paper cutting machine, two wire stitching machines and other ancillary binding equipment** with sufficient space for binding and wrapping/ packing etc.
- (g) Having **sufficient power back-up** to run the machines.
- (g) The printer should be in possession of **PAN, GST, registration of Factory's Act or Small/Medium Scale Industries & licenses** to establish the press (Press declaration certificate) etc.

Your rate should be quoted on the following lines including the cost of paper, all other incidental charges etc. and the applicable GST.

1. Total cost for typesetting, layouting, designing and printing of **18,000 copies** (1,500 copies each Rs. _____) of 12 issues) comprising 72 pages of text to be printed in single colour (Black) and 4 pages cover to be printed in Four Process Colours on printer's paper including cost of wrapper or transparent envelop to make the periodicals ready for dispatch 'As per Description' (including GST)

(Rupees.....)

NOTE:

- 1) A proforma for **Technical Bid** is also attached with the tender document. The printer is required to upload the duly filled proforma alongwith required documents at the time of submitting the tender on GeM portal. **Failing which the tender will be summarily rejected.**
- 2) Any **increase/decrease in quantity** of the periodical from issue to issue will be paid **on pr-rata basis.** (As per provision on GeM)

I/we undertake that the printing of the job will be done in strict accordance with the terms and specifications of the tender set out above.

Signature_____

(With stamp)

Date: _____

TECHNICAL BID PROFORMA

Sl. No.	Particulars	Printer's Response																								
1.	Name of the Printer																									
2.	Address(es) of the Printer																									
	(a) Office:																									
	(b) Factory:																									
3.	Name with designation of authorized person/owner of the Press (including Mobile number & e-mail id)	Name: Designation: Contact No.: e-mail id:																								
4.	Year of Establishment																									
5.	Nature of Incorporation																									
6.	Name (s) & address(es) of Banker(s)																									
7.	Name of Government/other important clients the press has served during last three years																									
8.	No. of DTP terminals with Bengali font																									
9.	No. of High-resolution scanners																									
10.	No. of Laser printers																									
11.	Plate-making & plate-processing facilities																									
12.	Internet facility (Speed of uploading/downloading)																									
13.	Single colour Offset printing machine with Make, Model, Size & No. of Machines	<table border="1"> <tr><td>Make</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Model</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Size</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>No. of Machines</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	Make						Model						Size						No. of Machines					
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14.	Four colour Offset printing machine with Make, Model, Size & No. of Machines	<table border="1"> <tr><td>Make</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Model</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Size</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>No. of Machines</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	Make						Model						Size						No. of Machines					
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15.	No. of Paper Cutting Machine																									
16.	No. of Wire Stitching Machine																									
17.	List of other Ancillary Binding Equipment																									
18.	Power Back-up facility (in KVA)																									

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19.	Required Documents (self-attested copies to be submitted)	Sl. No.	Name of the Document	Yes/No	Document No.
		1.	Registration of PAN		
		2.	Registration of GST		
		3.	Registration certificate of Factory's Act or Small/ Medium Scale Industries		
		4.	Licenses to establish the press (Press declaration certificate)		

Note:

- 1) If necessary, the machines and equipment may be listed on a separate sheet.
- 2) In case machines are installed at more than one premise give details of the same with address.
- 3) **Self-attested copies** of all the required documents mentioned in the proforma against Sl. No. 19 should be submitted with the tender document.

I / We hereby certify that all the particulars given above are correct.

Name of the firm:
(Printer's stamp)

Signature (s):

Dated:

