

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

This tender is meant for Delhi/NCR based offset printers

Government of India
PUBLICATIONS DIVISION

Bid Number: GEM/2026/B/7377750

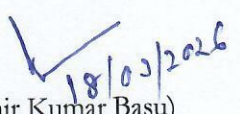
Ministry of Information and Broadcasting
Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi-110 003

No. D-29015/19/2025-26/Prod.

Dated: 17/03/2026

Subject: Annual Rate Contract for printing of the monthly periodical "AJKAL" in Urdu language

Quotations are invited from eligible Delhi/NCR based offset printers for finalizing of an Annual Rate Contract for the printing of above mentioned prestigious monthly periodical in Urdu language. The estimated value of the job is Rs. 3,30,000.00 (Rupees Three Lakh Thirty Thousand only). 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 08/04/2026 (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.


(Mihir Kumar Basu)
Production Officer

For and on behalf of President of India

DESCRIPTION: AJKAL, a monthly periodical in Urdu language comprising with 104 pages of text and 4 pages of cover, is to be produced regularly on priority basis. The text pages carry text matter in 2-3 columns surrounded by line and screen border along with colour illustrations/pictures with diffused pictures/ vignette grounds etc. are to be printed in four process colours. Approved Laser Printout/soft copy of all the text pages and cover will be supplied by this division. The printer may require to scan/improve the photographs/Line Design/borders and text matter in box against screen, vignette and diffused photographs/grounds etc. and incorporate text matter as per instruction of this office from time to time.

Cover (Inner & Outer) will be printed in four process colours. The periodical will be **perfect-bound** and the cover to be pasted with good quality hot-melt adhesive.

The printer will have to show the final page proofs in our editor's office at Soochna Bhawan, 6th floor of this office on their own cost and arrangement. **Two digital printed dummies** of the periodical will also have to be submitted for final approval, before printing.

NOTE:

- (i) The quantity of the periodical may vary from issue to issue.
- (ii) Material proofs etc. will have to be collected and delivered by the printer to the Editor at Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi, as and when asked for.
- (iii) Advance copies will have to be delivered at Soochna Bhawan and bulk copies duly bundled in 25 to 100 copies in each packet will have to be delivered to our designated store/agents within Delhi/NCR at printer's cost.
- (iv) The bulk copies will have to be supplied before 3 days of the scheduled date of dispatch to our dispatcher/Post office every month. The tentative scheduled date is 15th/16th of preceding month of the issue.
- (v) As soon as proofs are approved, complete journal will have to be provided to the Editor, AJKAL (Urdu) in word format alongwith JPEG file of all individual text pages/PDF/Web page formats on CD for uploading the same on our website & face book etc.
- (vi) Printer will have to preserve the plates for one month period after completion of the dispatch of each issue for extra copies if required to be printed.

SIZE: 5.5" X 8.5" (Approx. finished size)**COLOURS:** Text pages & Cover (Outer and Inner) : **Four Process Colours**

LANGUAGE & QUANTITY: Urdu – **600 copies** plus 20 Advance copies (over and above) per month
i.e. 7,200 copies for twelve monthly issues
(likely to increase or decrease in each monthly issue)

PROCESS OF PRODUCTION: Offset.

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

Text pages: **80 GSM** or above matt finished white Indian Art Paper. (As per BIS norms)

Cover: **130 GSM** or above full gloss white Indian Art Paper. (As per BIS norms)

Important Note:

- Besides the GSM & BIS norms, the paper mentioned above has a special requirement for Brightness of 90.
- In connection to the above, the printer is required to **submit unprinted paper samples in A-4 size for testing the brightness of the paper for text and cover for each issue**.

MATERIAL FOR PRODUCTION: Approved soft copy for text and cover pages will be supplied through e-mail.

TIME SCHEDULE: A total number of 4 days from the date of approval of CRC/final print order given by the Editor will be allowed for printing and final delivery of copies to this office.

DESPATCH OF COPIES: About 500 copies of the periodical will have to be supplied to designated Post Office in Delhi/NCR within 3 days after the approval of final proofs or upto the scheduled dispatch dates i.e. 15th/16th of previous month of issues and remaining bulk copies within another 1 day in this office, as per instructions. 20 advance copies (over & above the ordered quantity) will have to be delivered in Production Section at Soochna Bhawan. Total 4 days will be allowed for the completion of the supply.

VALIDITY OF CONTRACT: The contract will be valid for a **period of one year** and may be extended further for one or more years at same rates, terms & conditions on mutual agreement and satisfactory performance of the printer.

PENALTY CLAUSE:

- In case of delays at printer's end, penalty @ Rs. 1/- per day per delayed copy will be imposed in addition to the extra postal expenditure incurred on postage due to delay in supply, which will be recovered from the printer's bill.
- In case of lesser GSM beyond the permissible BIS limit: 3% of the bill value per lesser GSM (or part thereof) will be deducted.
- In case of lower brightness: 1% of the bill value for every 3 units below the specified brightness will be deducted.

Earnest Money Deposit (EMD): It is mandatory for each bidder to submit an Earnest Money Deposit (EMD) of **Rs. 14,000/- (Rupees Fourteen Thousand only)** in shape of demand draft or FDR from any nationalized bank valid for a period of 6 months duly pledged in favour of the "Principal Director General, Publications Division" payable at New Delhi. The hard copy of financial document of the EMD amount should reach to Sh. Gaurav Keshri, Section Officer (Prod.) at Room No. 680, Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi – 110003 on or before the closing date & time of the tender. The EMD of the successful bidder shall remain to this office and to be adjusted as security money and for all unsuccessful bidders the EMD will be returned in due course. **MSME registered press are exempted from submitting the EMD.**

SECURITY DEPOSIT: A Security Deposit of 5% value of the L-1 quoted rate (excluding GST) in the shape of FDR/Bank Guarantee valid for 18 months, duly pledged in favour of Principal Director General, Publications Division, New Delhi, will have to be furnished by the successful tenderer which will be retained by this office till the contract period and also contractual obligations are over. **The empanelled printers are exempted to submit the security deposit.**

INSPECTION OF THE BULK COPIES: In random checking, if it is found that printer has not used the specified paper, recovery of differences in GSM/Quality of printing etc. will be **made at double of the market rate** as decided by the Internal Committee/TDC.

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

- Printer should have sufficient arrangement of computer systems with necessary software.
- In-house/dedicated arrangements for pre-press works including high resolution Scanner, Colour Laser Printer and Plate-making facilities etc.
- One four colour offset printing machine of size 18" X 23" or above.
- In-house or dedicated arrangement of One paper Cutting machine, One Perfect binding machine and other ancillary binding machines with sufficient space for binding and wrapping/ packing etc.

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- (e) Having sufficient power back-up to run the machines (Desirable).
- (g) The printer should have the PAN, GST etc. alongwith Factory License or registration of Small/Medium Scale Industries and licenses to run the press (Press Declaration Certificate) etc. Self-attested photocopies of all relevant documents are to be enclosed with the Technical Bid proforma.
- (h) Printer must have high speed 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.

OTHER REMARKS:

1. Time schedule must be adhered to.
2. A neat and high-class printing quality with uniformity throughout is essential.
3. This enquiry is subject to our Usual Terms and Conditions of tender.
4. All material will have to be collected and returned at printer's cost.
5. 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.
6. Publications Division reserves the right to accept or reject any/all the tenders without assigning any reason thereof.
7. 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.
8. In case of poor performance or regular delays, a suitable liquidated damage (penalty) is likely to be imposed or black listed for future jobs, which will be decided by an Internal Committee/TDC.
9. In case of continuous and perpetual poor performance and delay, Principal Director General, Publications Division reserves its rights to cancel the contract and Security Deposit forfeited.
10. All disputes will be settled in the jurisdiction of Delhi only.
11. The tender shall remain valid upto 90 days from the date of opening of Technical Bid.
12. **A Physical verification of available infrastructure will be done for all non-empaneled printers before opening of 'Financial Bid' document.**

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 printing of **7,200 copies** (600 copies each of 12 issues) comprising 104 pages of text on 80 GSM matt Art paper and 4 pages cover on 130 GSM Art paper to be printed throughout in Four Process Colours on printer's paper 'As per Description' (including GST) Rs. _____
(Rupees.....)

NOTE: 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																									
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.	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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Model																										
Size																										
No. of Machines																										
14.	No. of Paper Cutting Machine																									
15.	No. of Perfect Binding Machine																									
16.	List of other Ancillary Binding Equipment																									
17.	Power Back-up facility (in KVA)																									

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		Sl. No.	Name of the Document	Yes/No	Document No.
18.	Required Documents (self-attested copies to be submitted)	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)		
19.	Details of EMD amount				

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. 18 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:

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