

(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: 19/02/2026

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 Bengali language. The estimated value of the job is Rs. 4,50,000/- (Rupees Four Lakh Fifty 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 13/03/2026 (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.

19/02/2026
 (Mihir Kumar Basu)
 Production Officer

For and on behalf of President of India

DESCRIPTION: 'YOJANA' a monthly periodical in Bengali language comprising 48 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 8 to 18 pictures, surrounded by line and screen borders. Some text may be in boxes also against screen grounds. Text pages will print in four process colours. **Complete composing of text, layout, formation of boxes, scanning/improvement of pictures & planning with text matter etc. for complete periodical will be done by the printer at their cost.**

Covers I & IV (Outer) may carry title, logo design, some text along with one to three colour pictures surrounded by colour grounds etc. and will print in four process colours. Covers II & III (Inner) 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 centre-stitched with two wire staples.

Every month about 800 or more subscriber's copies (the number of copies may increase/decrease issue to issue) will have to be wrapped with printed wrapper and labelled with address sticker (list of subscribers will be provided by the Editor in soft copy format) as a single copy by the printer at their cost. **Cost of wrappers** (4" Width) to be printed on 90 GSM Kraft paper in Single Colour (Black) and **cost of address label** on pre-gummed paper should be **included in your quoted rates**. (Samples of wrapper and address label can be seen from the office of the Editor at Kolkata). 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 of the periodical may vary from issue to issue.
- (iii) Material, proofs and advance copies etc. will have to be collected and delivered by the printer at their cost to the Editor, 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 office.
- (iv) Advance copies duly packed in bundles of 25 copies each will have to be delivered at the office of Publications Division at Kolkata & bulk copies in our office or designated Post Office in Kolkata.
- (v) Material/MSS in hard copy (handwritten or typed) or soft copies as received from the authors/contributors will be provided in batches by the Editor of YOJANA (Bengali) at 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/CIP plates to achieve the desired standard of printing quality.
- (viii) As soon as proofs/dummy are approved, soft copy of complete periodical in PDF/Web page format on CD for uploading the same on our website will have to be provided by the printer at their cost.
- (ix) GeM invoice (month wise) will have to be submitted to the Editor at Kolkata in triplicate format alongwith bank mandate & delivery challans etc. & payment will be made through RTGS.

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SIZE: 7.7" X 10.7" (Approx. finished size)

COLOURS: Text pages & Cover (Outer and Inner) : **Four Process Colours**

LANGUAGE & QUANTITY: **Bengali – 1,000 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: **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.**

TIME SCHEDULE: Materials will be supplied in batches by the Editor about 15-20 days in advance. Two to three proofs will be required for final approval after first checking at printer's end. A total number of 5 days will be allowed for printing and final delivery from the date of approval of CRC/final print order given by 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.

Earnest Money Deposit (EMD): It is mandatory for each bidder to submit an Earnest Money Deposit (EMD) of **Rs. 22,500/- (Rupees Twenty-Two Thousand Five Hundred 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.

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.

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

OTHER REMARKS:

- Time schedule must be adhered to.
- A neat and high-class printing quality with uniformity throughout is essential.
- This enquiry is subject to our Usual Terms and Conditions of tender.
- All material will have to be collected and returned at printer's cost.
- 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.
- Publications Division reserves the right to accept or reject any/all the tenders without assigning any reason thereof.
- 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.

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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.
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. Tenderer can withdraw his quotation before the opening of tender if he so desires.
12. The tender shall remain valid upto 90 days from the date of opening of Technical Bid.

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:

- (a) Printer should have sufficient arrangement of computer systems with necessary software and sufficient arrangement (preferably in-house) for typesetting in Bengali language for incorporating pictures and carrying out textual corrections.
- (b) In-house/dedicated arrangements for pre-press works including high resolution Scanner, Colour Laser Printer and Plate-making facilities etc.
- (c) One four colour offset printing machine of size 18" X 23" or above.
- (d) In-house or dedicated arrangement of One paper Cutting machine, Two Wire stitching machine and other ancillary binding machines with sufficient space for binding and wrapping/ packing etc.
- (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.

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 **12,000 copies** (1,000 copies each Rs. _____) of 12 issues) comprising 48 pages of text on 80 GSM Art paper and 4 pages cover on 130 GSM Art paper to be printed throughout in Four Process Colours on printer's paper including cost of wrapper and pre-gummed labels '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.	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 Wire Stitching Machine																									
16.	List of other Ancillary Binding Equipment																									
17.	Power Back-up facility (in KVA)																									

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18.	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)		
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: